SARA IMAM

STUDENT AT UC BERKELEY

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💼 JOB EXPERIENCES

TEACHERS ASSISTANT
August 2019 -Present

BERKELEY MATH CIRCLE
Educate elementary-aged children in challenging mathematics and proof writing. Prepare course material and class schedule, Attend after-school class sessions, and provide after-hours help.

STUDENT ASSISTANT
August 2019 -Present

COLLEGE WRITING PROGRAM
Moderate online course through EdX platform, perform data analytics using Python, Machine Learning Libraries, and analytics libraries, create and Maintain a website, create and maintain course content with HTML

IT MENTORS ASSISTANT
June 2019 - August 2019

PROJECT PULL - PUBLIC UTILITIES
Worked with IT division to solve over 200 problems, handled customer service and computer services, created scripts to increase efficiency, and mentored highschool youth to introduce them to the public sector.

STUDENT ASSISTANT II
August 2018 - Sept 2019

BOALT SCHOOL OF LAW
Handled marketing, networking, and communications, created graphics for conference and webpage, maintained wordpress website, lead conference organization, and maintained numerous records/files.

INSTRUCTOR
March 2014 -June 2018

KUMON MATH AND READING
Tutored in math and reading, evaluated student work, planned student work schedule and goals, trained new hires, handled front desk and administrative work, and assisted in data entry/file management

🎓 EDUCATION

B.A APPLIED MATH + COMPUTER SCIENCE
2018-2022

UNIVERSITY OF CALIFORNIA, BERKELEY
Minor: Data Science
GPA: 3.8   Year: Sophmore

HIGH SCHOOL DEGREE + PRE-IB
2014-2018

MARJORY STONEMAN DOUGLAS HIGH
Completion of several AP courses. PRE-IB completed in Glenforest High School

🤝 LEADERSHIP 2020

500 SERVICE HOURS	AS OF AUGUST 2018
LAB ASSISTANT	UC BERKELEY EECS - DATA STRUCTURES
TREASURER/WEBDEV	WOMXN IN MATHEMATICS
DATA SCIENTIST	DATASTORY
BOARD MEMBER	MARCH FOR OUR LIVES
PROCTOR	BERKELEY MATH TOURNAMENT
RESEARCHER	WITH PROFESSOR SMITH AT UCB MATH

💻 HARD SKILLS

JAVA
PYTHON
MICROSOFT OFFICE
ADOBE CC
HTML/CSS/ JAVASCRIPT
SQL
POWERSHELL

TYPING SPEED: 90 WPM

✸ CERTIFICATES

MICROSOFT OFFICE CERTIFIED

SERVSAFE SPECIALIZED

AMERICAN HOTEL AND LODGING ASSOCIATION

🔤 LANGUAGES

ENGLISH

FRENCH

BENGALI

🏅 AWARDS

DEAN'S LIST
Berkeley College of Letters and Sciences - 2019

PRESEDENTIAL VOLUNTEER SERVICE AWARD
Gold Tier - 2018

TOP 10%
Class of 2018 - Marjory Stoneman Douglas

AP SCHOLAR WITH DISTINCTION
2018 - College Board