SHANJIDA AKHTER

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TECHNICAL SUMMARY

LANGUAGES:	C++, CSS, HTML
OPERATING SYSTEMS:	Microsoft Windows, Mac OS, Linux
SOFTWARE APPLICATIONS:	Xcode, Sublime Text, Terminal, Adobe Photoshop
DATABASE MANAGEMENT:	HHC

EDUCATION

HUNTER COLLEGE   **New York, NY**   **Expected Graduation Spring 2020**
Candidate for Bachelor of Arts in Computer Science
Course work:

Discrete Structures	Software Analysis and Design I, II	C++ Programming Lab
Computer Architecture I	Matrix Algebra	Calculus I, II

PROGRAMMING ACTIVITIES/PROJECTS

PROJECT CODE PHASE I   **New York Public Library**   **Sept. 2017 – Dec. 2017**

- Collaborated with a team of two to create a mock bakery website using HTML and CSS
- Created an independent website utilizing topics learned from class such as Classes and ID's, Containers, Design Concepts and Positioning to demonstrate a blog about makeup

PROFESSIONAL EXPERIENCE

DOE TECHNICAL SUPPORT   **New York, NY**   **Oct. 2018—Present**
Intern

- Assisting in set up of new computer equipment in classrooms and offices and installing software
- Ensuring that LCD projectors, smart boards, and other related audio/video equipment are functioning
- Troubleshooting hardware and software problems
- Configuring wireless devices to access DOE network
- Maintaining classroom servers and technology equipment inventory
- Monitoring equipment and work with Help Center to ensure timely repair

SENIOR CITIZEN ASSOCIATION HUNTER COLLEGE   **Jan. 2016—May 2018**
Receptionist

- Checked-in seniors and performed basic clerical duties
- Assisted senior auditors with signing up for classes and scheduling
- Provided seniors with IT support regarding access to CUNY

KUMON ASTORIA   **Astoria, NY**   **Sept. 2014 – Jan. 2016**
Tutor/Instructor's Assistant

- Produced and organized classwork weekly for students
- Utilized Microsoft Excel to track student's daily progress on a computer database
- Communicated with guardians about student's progress & other academic concerns

COLER SPECIALITY HOSPITAL AND NURSING FACILITY   **June 2015 – Aug. 2015**
                                                                        June 2013 – Aug. 2013
Patient Account Assistant

- Conducted copies and scanned hospital files to an HHC database
- Opened, sorted, and distributed incoming messages to other hospital departments
- Recorded patient history on an excel database and organized patient files

VOLUNTEERING

AMERICAN RED CROSS   **New York, NY**   **April 2016 – Present**
Red Cross Volunteer

- Received psychological first aid and CPR training in order to spot injured runners at the NYRR marathon
- Installed over 30 fire alarms within homes and educated residents about the importance of fire safety
- Coordinated with a team of volunteers to organize and tidy multiple classrooms to beautify an elementary school

AWARDS

Awarded with the Albert Shanker College Scholarship Fund of the UFT for outstanding academic excellence