**Sumayyah Malan**

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**Summary of Qualifications**

* Computer Information Science graduate who provides leadership, project management and great attention to detail to any assigned task.
* Enthusiastic about achieving long-term strategic goals and objectives.
* Self-motivated and ensures efficient and creative delivery on projects.
* Proficient in animation, photoshop, illustrator, 3-d modeling, and video editing
* Creative with specialty skills in drawing and painting.
* Experience as a reliable caretaker with safety and efficiency.
* Quick learner with the ability to multitask in fast paced environments.
* Have worked with Figma, adobe software, Cinema 4D, Visual Studio, and Notepad++
* Worked with university of marketing to build a better SEO plan and how to reach out to more students
* Languages Python, JavaScript, CSS, and Html

**Education**

Barry University Miami, FL

Bachelor of Computer Information Science with the specialization of digital media May 2023

* Recipient of Presidential Scholarship

**Job Experience**

Smoothie King Miami, FL

Team Member February 2020 – May 2020

* Monitored inventory shipments and counts up to 10 times daily; identified discrepancies and implemented corrective action
* Interacted with 200+ guests daily by providing quality customer service and offering product recommendations for optimal experience.

Aeropostale Sunrise, FL

Sales Associate May 2021- June 2021

* Collaborated with a team of 7-10 to achieve daily sales goals
* Maintain the store quality of value and helped customers
* Greeted over 300 customers daily and provided exceptional service
* Managed cashiering operations for clothing, accessories, and undergarments

Lucky Brand Sunrise, FL

Shift Leader June 2021- Nov 2021

* Managed and oversaw more than five sales associates’ activities and responsibilities at any one time
* Performed partial financial accounting for the business including store sales, transactions, traffic, and units
* Took responsibility for office management such as ensuring business hours
* Maintained contact with outside sources of commerce and received shipments to ensure productive business

Sovereign: Poke, Boba, Asian Kitchen Plantation FL

Team Member February 2022- August 2022

* Greeted over 100 customers daily and assisted with ordering, processing payments and online orders for seamless customer experience
* Maintained cleanliness of restaurant by refilling utensils and items regularly, clearing tables and eating areas within 3 minutes per table to ensure safety standards.
* Successfully fulfilled 100+ takeout orders daily via phone, online and in-person while preparing food accurately according to customer specifications within an average time of 10 minutes.
* Trained new members upon quality and expectations

XDigitaal inc. Remote

UX Designer Internship July 2021- May 2022

* Worked with the back-end development team to help build the front end of the website
* Worked with project management on the layout and needed aspects of UX design and what aspects of the website layout needed
* Designed the company logo, website layout, helped build SEO plan, plan and manage meetings with other interns, and 3-D designed and edited videos for company usage

**Leadership Experience**

* Emerging Leadership Program (ELP)
  + Worked with mentors in my previous major marine biology and minor in chemistry, networked with students and faculty, workshops for the school on how to improve campus life
* Orientation Team
  + In charge of yours for incoming freshmen and parents, helped students get comfortable to college environment, answered all questions about campus life, received training on campus resources to manage undergraduate students
* Dean’s Student Advisory Committee
  + Had monthly meetings with the Dean of Art’s and Science about how to improve student life and what the dean should be aware of in the science department
* ROADS
  + Research on the effects of honey in stomach bacteria, created different cultures and swabbed different bacteria, worked with a local bee farm from a professor
* PRIDE in Action! (President)
  + The LGBTQ+ club at Barry University, created events for students and faculty, talked at seminars about gender equality, training with faculty upon pronouns, helped promote food drive for thanksgiving
* Green Team
  + Collaborated with students to improve school carbon footprint, help enforce proper recycling on campus and deposable of batteries
* College Democrats
  + Helped get students to vote
* Coalition student leader
  + Worked on racial equality on campus, unite with other students to use Corq for clubs and different events on campus, helped create an organizational calendar where students can know what clubs are putting on events and school events so they don’t interfere with each other

**Awards and Accomplishments**

* Selected for Environmental Leadership Experience in Adrian, Michigan
* Designed, painted, and in charge of two murals
* Successfully completed the Emerging Leadership Program (ELP)
* Selected for O-Team (works for Barry university)
* Became President of PRIDE in Action! (2020 fall-2022 spring)
* Graduated Highschool cum laude, in the top 15% of Class
* Member of Music Honor Society
* Student Leader of the Month (March 2021)

**Certifications**

* Emerging Leaders Program October 2019
* Adobe Premiere Pro Editor December 2017
* PowerPoint and Microsoft May 2016

**Community Service Experience**

* Virginia Key Beach Cleanup, assisted during the Inaugural Day of Service
* Barry Urban Garden, weeded the garden
* Barry Special Christmas, assisted with the event coordinator

**Projects**

* Worked on augmented reality in recreating Wii sports bowling into VR
* Created a dynamic website on eclipse, making roles, updated DDoS Attacks, help, contact, search header
* Customized icons for youtubers
* Set up twitch, OBS, and created overlays on different streaming platforms
* Graphic design and project management for app building