

SAMIYA NASEER

Allentown, PA

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EDUCATION

BACHELOR OF SCIENCE IN CYBERSECURITY ANALYTICS AND OPERATIONS

The Pennsylvania State University, Center Valley, PA

EXPECTED GRADUATION DATE: 2028 | GPA 3.7 | DEAN'S LIST

EXPERIENCE

MANAGING EMPLOYER

ARC of Lehigh Valley and Northampton | Bethlehem, PA

JANURARY 2025 – PRESENT

- Approve and manage staff hours for service providers to ensure accurate payroll and compliance.
 - Provide guidance and support to SSPs, fostering high-quality care and professional development.
 - Maintain detailed monthly notes, progress reports, and documentation to support organizational accountability.
 - Collaborate with families and supervisors to address service concerns and optimize care delivery.
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MANAGER

NAZ TRADERS LLC | EASTON, PA

MARCH 2023 – PRESENT

- Monitor and maintain account security across platforms by managing access controls, implementing strong authentication practices, and troubleshooting account issues.
 - Manage all business selling platforms (e-commerce accounts, online listings, and customer portals) with a focus on accuracy, security, and performance.
 - Oversee bookkeeping and financial tracking, ensuring accuracy in digital records and online transactions.
 - Optimize product listings and sales processes to improve visibility and customer engagement.
 - Coordinate with vendors and suppliers to streamline supply chain efficiency and online order fulfillment.
 - Closed client deals and managed online sales efforts that generated over \$15,000 in revenue in the last quarter, supporting company growth.
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Skills

- Microsoft Excel & PowerPoint (data organization, formulas, analysis)
 - Fluent in English & Urdu
 - IntelliJ
 - Visual Studio Code
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PROJECTS

Comprehensive Networking Project – Spring 2025

- Led team in developing statewide sports competition networking proposal aligned with enterprise best practices.
 - Built hybrid network with Gigabit Ethernet backbone and Wi-Fi 6 for high-density coverage.
 - Designed CDN-based live streaming infrastructure to ensure scalability, low latency, and redundancy.
 - Conducted risk assessments and implemented mitigations for congestion, RF interference, and power continuity.
 - Managed budget forecasting, resource allocation, and bill of materials for cost analysis.
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Campus Involvement

PSULV Cybersecurity Club

- General Member
- Petitioned to start the club

Women in Cybersecurity Club LV

- General Member
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