

Anzara Ausaf

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Education

Jan 2020 – May 2025 **Bachelor of Science in Computer Science, San Francisco State University** *San Francisco, CA*

- Organizations: Bangladeshi Students Association, Phi Sigma Sigma, ACM, Game Development at SFSU

Work Experience

Dec 2022 – Aug 2023 **Media Advocacy Intern, Law & Medication Center** *Dhaka, Bangladesh*

- Advertised and brought awareness about concerning issues like child marriage and adolescent development on 4+ social media platforms of the NGO having the UNECOSOC consultative status
- Conceptualized, scripted, and edited 85+ educational shorts to raise awareness in the rural areas of Bangladesh through the organization's digital platforms

Aug 2019 – Aug 2023 **Executive Director of Human Resources, Paper Boat** *Dhaka, Bangladesh*

- Founded a nonprofit organization to support the homeless community of Dhaka and hosted 5+ fundraisers and charity events annually to provide the said community with funds and resources
- Collaborated with 7 other community organizations and leaders to establish and nurture relationships to help build awareness and win local reforms for public

Jun 2020 – Dec 2022 **Research Assistant, Health Bridge Bangladesh** *Dhaka, Bangladesh*

- Worked closely with the administrative assistant to ensure accuracy of 1500+ patient portals consisting of their information, medical summary, lab requirements, results, and feedback
- Provided technical guidance and safety assurance to 2 ongoing project teams through all stages of operations
- Ensured the short term (daily functions) and long term (improvement/expansion plans) operations are well-separated and executed with excellence

Mar 2019 – Aug 2021 **Care Center Operator, Health Bridge Bangladesh** *Dhaka, Bangladesh*

- Assisted with inbound calls of the company's prospective customers and provided them with informational, logistical, and technical support regarding making appointments, paying fees, and accessing patient portals
- Facilitated the outbound calls to doctors and hospitals regarding finances, meetings, patient data, and overall performance check of the company
- Performed data entry tasks for systemizing the lists for patients, doctors, and hospitals, and specific information associated with them

Skills

- **Marketing:** Research & Development, Designing, Social Media Branding & Operations
- **Human Resource:** Call Center Operations, Database Handling, Customer Support
- **Office:** Archival Management, Scheduling, Inventory Planning
- **Computer:** Google Workspace, Microsoft 365, Spreadsheets, Presentations, Documentation
- **Programming:** Java, JavaScript, AutoCAD, RStudio, C++, JFLAP, Python
- **Operating System:** macOS, Windows
- **Interpersonal:** Communication, Leadership, Creativity, Teamwork, Time-Management