

# Urmila Das

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## EDUCATION

**Fordham University, Fordham College at Lincoln Center** **Bronx, New York**

*Bachelor of Science, Computer Science, Minor in Cybersecurity*

*Expected May 2025*

**Relevant Coursework:** Computer Organization, Data Structures, Database Systems, Calculus, Discrete Structures 1 & 2, Computer Algorithms, Forensic Computing, Data Communications & Networks, Cybersecurity & Applications, Java Programming, Data Mining, Secure Cyber Networks, Information & Web Programming

## EXPERIENCE

**Fordham University, Math and Science Department**

**New York, New York**

*Clerical Student Worker*

*June 2024 – present*

- Provided administrative support to faculty and staff, taking inventory, and document management
- Utilized office software such as Microsoft Office Suite (Word, Excel) to complete various tasks efficiently

**Hyatt Flushing/LaGuardia Hotel**

**Queens, New York**

*Front Desk*

*Summer 2022*

- Efficiently managed guest arrivals and departures, ensured accurate billing, payment processing, and reservations through hotel management software
- Collaborated with housekeeping and the manager to ensure rooms were ready for guests
- Managed the cashier including purchases and maintained accurate records while providing excellent customer service

**Flushing Central Leo's Club**

**Queens, New York**

*Volunteer/Club Treasurer*

*July 2019 – June 2021*

- Worked with with other club leaders and fellow members to plan club events
- Collaborated with other club members to allocated funds for events and projects we held

## LEADERSHIP AND EXTRACURRICULAR

**Digital Media & Technology**

**New York, New York**

*Member*

*Sept. 2022 – current*

- Attended events with alumni panels
- Participated in community events such as networking events and LinkedIn workshops

**Desi Chai**

**New York, New York**

*Event Coordinator*

*Dec. 2023 – May 2024*

- Designed visually appealing promotional materials, including flyers and posters using Canva
- Planned and executed a variety of cultural and religious events, including festivals and social gatherings to promote cultural awareness and engagement in a university setting

**Coding Club**

**New York, New York**

*Member*

*Sept. 2023 – current*

- Engaged in peer-to-peer learning providing support and sharing knowledge with other club members
- Networked with students, faculty, and professionals to build connections and explore career opportunities

## SKILLS, CERTIFICATIONS AND INTERESTS

**Computer Skills:** C++, HTML, CSS, Google Suite, Microsoft Office, Opera (hotel management software), SQL, Java, Canva, Python, Swift

**Certifications:** CPR Trained (not certified)

**Language:** Fluent in English and Bengali, conversational in Chinese (Mandarin)

**Interests:** Cybersecurity, Travel, Artificial Intelligence, Web Development