**Zoya Khan**

Brooklyn, NY 11218

**(347)-922-2120**

**zoeyk430@gmail.com**

# EDUCATION

**Hunter College, City University of New York**

Bachelor of Arts, Intended Major: Computer Science **Expected 6/2025**

# EXPERIENCE

***Receptionist*  6/2021 - 1/2023**

**Dr. Ilya Blokh,** Brooklyn, NY

* Worked with patients to fulfill their needs, at the front desk.
* Answered phone calls, spoke to other doctors, offices, companies, & patients.
* Did paperwork, e.g., filing charts, sending faxes, making copies, giving reports to patients.
* Worked with Microsoft Office and Mosaic
* Learned how to solve issues with patients in calm and collective manners, no matter the situation.

***Intern*  7/2020-7/2020**

**Break Through Tech,** Remote, New York

* Selected for a paid, competitive, 1-week program combining computer science and design thinking.
* Learned user-centered design principles, user interview strategies, and prototyping.
* Collaborated with team members to create a website using HTML, CSS, and JavaScript.

***Intern* 7/2019 - 8/2019**

**Girls Who Code at JP Morgan Chase,** Brooklyn, NY

* Learned how to code in HTML and CSS. Also developed knowledge of a work environment at an office.
* Also learned how to code using python. Met a Mentor who explained what she does in her day-to-day life and helped me learn what her role is like as a Data scientist at the company.
* Learned how to work strategically with others and come up with solutions to any challenges or complexities that would come with the code.
* Met with CEOs of other leading tech companies such as KPMG and learned about work they do.
* Presented projects with other team members and led the group.

***Volunteer*  9/2019 - 11/2019**

**Brooklyn Medical Services,** Brooklyn, New York

* Worked with the nurses and observed what it is like working at a medical office.
* Answered phones, spoke with patients, observed other workers.

# SKILLS

**Language:** Fluent in Punjabi and Urdu

**Computer:** Microsoft Office Suite (Excel, PowerPoint, Access, Outlook, and Word)

**Programming:** C++, Python, HTML and CSS

**Key Skills and Qualities:** Effective communication, Time management, Organized, Quick learner, Responsible, Polite, Motivated, Customer service skills, Team management, Leadership.

# AWARDS

**Peter F. Vallone Scholarship- 2022**

**Arista and Archon- 2015-2016**