

# BISMA KHAN

## IT SPECIALIST

### Summary

Highly organized, detail-oriented honors student with over 200 hours of volunteer service and a 4.0 GPA. Experienced as a computer support assistant. Looking for an AI/Cybersecurity/Product Development internship in the Chicago area.

### Experience

#### PRINT ASSISTANT - LIBRARY COMPUTER LAB

College of DuPage, Glen Ellyn, IL

**August 2021 - December 2022**

- Guided dozens of students on the use of printing, copying, and electrical equipment.
- Documented and resolved users' technical challenges and software issues, both in-person and over the phone, in a friendly and hospitable manner.

#### WEBSITE DEVELOPER

Qidwai Welfare Trust, IL

**March 2020 - July 2020**

- Developed and designed a website while fundraising \$20,000 for the construction of 40 freshwater wells for destitute parts of the world.

#### SERVICE DESK & BAKING VOLUNTEER (104 HOURS)

Elmhurst Hospital, Elmhurst, IL

**August 2018 - March 2020**

- Escorted and guided patrons, gave computer assistance for sign-ins, and answered inquiries.
- Prepared and distributed baked goods to hundreds of patients and their families within the Family Birthing Center.

#### MARKETING INTERN

Blessed Bonds, Villa Park, IL

**April 2019 - July 2019**

- Crafted company email campaigns targeted at enlarging the organization's customer base.
- Coordinated corporate events accommodating more than 200 attendees.

 773-972-3576

 bismak0220@gmail.com

 bismakhan.com

### Education

#### INFORMATION TECHNOLOGY MANAGEMENT

Illinois Institute of Technology

Bachelor of Science, Focus in Cybersecurity, GPA 4.0

**2023-2024**

#### ASSOCIATE OF SCIENCE

Associate of Science, GPA 4.0

College of DuPage

**2021-2022**

### Skills

- Operating Systems
- Python, C++, Java, SQL
- HTML, CSS, JavaScript
- MS Office Suite
- Trello & Basecamp
- GitHub
- Wireshark & Eclipse
- Languages: English and Urdu

### Certifications

- **Essentials in Cybersecurity by Microsoft**

February 2024

- **Essentials in AI by Microsoft**

February 2024

- **Essentials in Project Management by Microsoft**

February 2024