

ALEENA AHMED

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CAREER SUMMARY:

Action-oriented with business development experience looking to apply business skills in the real world. Highly skilled in product design, collaboration, critical thinking, and leadership.

EDUCATION:

2023 - expected grad: 2025 | San Jose State University

Bachelor of Science, Business Administration - Management Information Systems

2020 - 2023 | Mission College

AS-T - Business Administration

Program Coursework

- 45 credits of core business courses, including managerial and financial accounting, computer tools for, business law
- 27 credits of management information systems including python programming, systems analysis & design, database management systems, business strategy

PROJECTS:

Academic Coffee Consulting Project

- Developed and presented recommendations for increasing and retaining customer base to stakeholders
- Created detailed project plans, including goal identification, task delegation, and resource allocation, to guarantee the streamlined execution of the project
- Collaborated closely with the project team, company representative, and stakeholders to proactively manage risks, monitor progress, and carry out project in a timely manner

WORK AND VOLUNTEER EXPERIENCE:

Business Development Intern, LegalAI

July 2023 - September 2023

- Perform research to build a legal information systems database of law textbooks and legal resources
- Interview and outreach to attorneys and organizations to gain insight into customer problem
- Conduct market research to identify and evaluate legal challenges faced in underserved communities
- Strategized a sustainable service-based business model
- Accelerate customer retention by creating ideas to expand services

Publicist for Associated Student Body, Mission Early College High School

May 2022 - May 2023

- Created promotional flyers
- Managed and ran social media accounts
- Produced weekly content videos

Clerical Assistant, Precision Pain Spine Institute

June 2021 - December 2022

- Made copies and assisted with mailing bills to doctor offices
- Performed Clerical tasks such as posting payments and entering data for clients on microsoft excel

SKILLS:

- Event Planning
- Data Entry
- Leadership
- Python Programming
- Social Media Marketing
- Market research and analysis
- Product Design
- Creative Problem Solving
- Microsoft Excel