

Aminah Abdussamy

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OBJECTIVE:

Dedicated and enthusiastic Business Administration student with a strong foundation in programming languages such as SQL, Python, and Java, as well as a solid background in data analysis. I am seeking opportunities to apply my educational background, collaborate with professionals, and utilize my advanced Microsoft Excel proficiency to enhance data manipulation and analysis.

SKILLS

- **Programming Languages:** SQL(Store Procedure, Views, Functions), Python, Java
- **Advanced Microsoft Excel**
 - **Pivot table reports/commands, Power Pivot**
 - **Complex lookups (vlookups, hlookups, index/match)**
 - **Logical formulas (IF/AND/OR/IFERROR/ISNA)**
- **Microsoft Office (Word and PowerPoint)**

EDUCATION

Bachelor of Science in Business Administration

California State University San Jose

Expected 2026

San Jose, CA

Management Information Systems Associate's Degree (AS)

Mission Community College

May 2023

Santa Clara, CA

- **Relevant Coursework:**

- **Introduction to Computing for Engineers (C++)**
- **Java Programming**
- **Introduction to Data Structures Using Java**
- **Software development with Java**

Data Analytics Associate (CERT)

Mission Community College

May 2023

Santa Clara, CA

- **Relevant Coursework:**

- **Database Management Systems 1**
- **Database Management Systems 2**
- **Advanced Python Programming**
- **Introduction to Data Analysis**

JOB EXPERIENCE

CCE Online Support Student Assistant

Sacramento State University

November 2024

Sacramento, CA

- Successfully managed incoming CCE Online service tickets on ServiceNow platform, ensuring swift resolution and optimal customer satisfaction.
- Proficiently conducted data analysis of issue trends using Microsoft Excel and ServiceNow, providing key insights to drive decision-making and improve service efficiency.
- Conducted research regarding site plug-ins and provided comprehensive reports using Microsoft Word and Powerpoint.

LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

Mission College Society of Women Engineers

Club Member

Fremont, CA

- Successfully led initiatives to promote and significantly enhance women's participation and interest in Engineering through collaborative efforts with students and staff.

Girl Scout Ambassador Troop #30021

Troop member

Fremont, CA

Sept 2010 - 2018

- Earned Silver Award for organizing and leading a troop-wide bake sale, raising awareness, and generating approximately \$1000 in funds for cancer research.
- Organized and led troop projects and activities including camping trips, troop bonding, and patch acquisition.

Rahima Foundation

Fremont, CA

- Assembled a collective of dedicated volunteers and contributed to a team responsible for providing groceries to low-income and food-insecure individuals in the Bay Area.