

# Sumair Dawani

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## EDUCATION

### B.S., Electrical Engineering

San Jose State University, San Jose, CA

Dec 2028

## RELEVANT COURSEWORK

- Data analysis, formulas, function creation and macros for Excel to streamlining data collection
- Systems and circuit design
- Solidworks modeling
- Programming in Python, HTML, Java and C
- Establishing Azure/AWS servers and hosting websites
- Creation and implementation of images

## RELATED SKILLS

Expert: Microsoft Office Suite (Word, PowerPoint, and Excel), Google suite (Docs, Sheets and Slides Premier Pro, Photoshop,

Python, Java, Windows, Zoom, calendar

Proficient: MAC, After effects, Illustrator, 3D modeling & printing, Docker

Competent: AWS, Microsoft Access

Beginner: Bash

## RELATED EXPERIENCE

### IT Support, University of Arizona

Sep 2022 - Aug 2023

- Coordinated with customers, identifying issues and rectifying on a daily basis such as troubleshooting, repair or replacement
- Organized, tested and ran technical equipment, for the department along with a team of 5
- Installed and configured computer hardware operating systems, addressing technical requests across 6 departments
- Utilized Zendesk and Redmine for prompt answering of support tickets across 6 departments
- Utilized Excel and Python to design automatic QR code generation for assisting in Inventory management
- Traveled onsite to 5 buildings to provide technical support to customers with systems, computers and printers
- Provided technical support with a team of 3 to end users through phone, email and documented IT solutions
- Managed 3 projects simultaneously QR inventory tracking and User guide creation
- Designed different 3D printed parts for Kubi robots to facilitate repurposing of older hardware to save budget by 20%
- Setup and operated radio casting equipment for 2+ podcasts
- Demonstrated attention to detail in IT support tasks, ensuring quick accurate diagnosis and resolution of technical issues
- Exhibited adeptness in adhering to established procedures within IT support operations
- Learned extensive expertise in enterprise software and hardware, including comprehensive knowledge of functionalities, configurations, and optimization strategies

### Video Editor, University of Arizona

Feb 2022 - May 2022

- Designed infographics exhibiting CS department's accomplishments by operating Photoshop and Illustrator
- Halved project completion time by employing creative ideas bringing overall completion time from 4 months to 2 months
- Created 5+ transitions and video graphics to brighten up and make videos more accessible through Adobe AfterEffects
- Created 1 music track using Adobe Audition for a more concise experience
- Edited more than 25 videos using video editing software Adobe Premier, improving productivity by 200%
- Led project autonomously and exercising sound judgment under minimal supervision
- Edited a large volume of videos over course of 2 months to meet a deadline
- Created videos for the celebration of 50th anniversary of the Computer Science Department

## PROJECT EXPERIENCE

### QR Inventory asset management, Financial Services

Jun 2023 - Jun 2023

- Built a program with python to automate generation of QR codes for tracking labels implementation in asset management system

- Employed Excel to Store QR codes with id numbers and sorted into separated categories as well as integration into already existing system
- Setting up Program for tracking and managing inventory assets to increase productivity by 50%

**CS Department Anniversary**, Computer Science Department

Feb 2022 - May 2022

- Designed 50+ videos to celebrate the Computer Science Department anniversary
- Self-created 10+ video transitions and info graphics to brighten up videos and increase
- Remixed 3 audio and visual tracks to build compelling videos

**Website creation**, Coursework

- Using HTML and Java created multiple websites
- Used AWS and python to call API functionality to add chat messaging to website