Zahra Bokhari

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EDUCATION

San Jose State University| Expected: Spring 2025

B.S Management information systems, minors in computer science- Senior standing

Coursework: Business Statistics| Python | C++|Calculus| Microeconomics| Data Analytics|Design & System Analysis| Financial accounting |Networking & data communications|Special topics MIS|Azure| Database Management |Graphic designing

June 2023-Present | SQL bootcamp Course | Google certificate UI/UX design

PROJECTS

2021- **Higher and Lower Game Project**

- Developed a CLI game that uses a binary search algorithm for guessing a number between 1 and 100.
- Devised a scoring system that encourages players to guess the number with the fewest possible attempts.

2023- **UI/UX Design and Technical Writing for a Mobile App**

- Redesigned a mobile app to enhance user experience and engagement.
- Conducted user research to identify pain points and gather feedback.
- Created wireframes and prototypes to visualise new design concepts.
- Collaborated with developers to implement design changes effectively.

EXPERIENCE

Sept 2024 (current) **UI/UX Designer Intern**

June 2024 - Current **Financial Solutions Intern | Royal Bank of Canada (RBC)**

- Funding Management: Oversaw all aspects of requesting funding, ensuring timely and accurate processing to maintain a steady flow of resources and meet financial targets.
- Financial Reporting and Documentation: Created detailed financial reports and developed comprehensive documentation standards to ensure data accuracy and compliance.
- Account Management and Financial Transactions: Managed account creation, processed wire transfers, and analysed financial data to support efficient operations and strategic decision-making.

June 2023- August 2023 **Technology Programs Support| knodemy Inc. an EdTech Company**

- Assisted the Program Director in planning technology programs by conducting market research and identifying new technology opportunities.
- Managed customer relations by administering surveys and analysing feedback, contributing to data-driven program enhancements.
- Collaborated with cross-functional teams, facilitating effective communication between technical and non-technical stakeholders.

July 2022 - August 2022 |**Business Support Intern| Fauji Fertilisers**

- Managed administrative activities including data entry, filing, or updating employee records.
- Assisted in the recruitment process - including HR system management including new employee onboarding
- Provided end-to-end administrative support for recruitment process, including initiating background screenings, gathering new hire paperwork, and informing team members of offer acceptance.

Sept 2020 - November 2020 |**Intern| Quaid-e-azam hospital**

- Conducted extensive research on various health conditions and diseases, analysing large sets of data to identify trends and patterns that could inform medical decision-making.
- Assisted in the design and implementation of research studies, including developing research protocols, recruiting participants, and collecting and analysing data.

Oct 2021 - Mar 2022 **Intern|Pakistan Red Crescent Society**

- Collaborated with my team to work on a social issue, mental health awareness in society and specifically the state of orphanages in Pakistans
- Raised awareness about mental and physical hygiene through awareness seminars with > 50 workers from several Orphanage
- Curated a mental health survey with the help of a local psychiatrists and psychologists and took in community spaces, 50% with some mental health encounter

VOLUNTEER WORK|SKILLS:

Current - Member of MIS Associations: San Jose State University | **2020** - Food drive: Non-profit
2019 - Tree Plantation Drive: Non-Profit|**2017** - Delegate: Model United Nations **Skills:**
Microsoft office Suite, Microsoft(MS) windows, Java, Python, AdobeXD ,Excel (VBA), HubSpot,UI/UX, Figma, Azure, Technical writing, prototyping, wireframes| **Languages**: English (fluent) Hindi (Spoken), and Urdu (fluent), Punjabi (spoken), Arabic