

YOUNAS SALEEM

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EDUCATION

CITY UNIVERSITY OF NEW YORK, Queens College, Flushing, NY

Bachelor of Business Administration and Economics, 2009

Concentration: Corporate Finance

Minor: Sociology

PROFESSIONAL EXPERIENCE

THE INTERNATIONAL HIGH SCHOOL, Long Island City, NY

September 2003 – Present

Assistant Technology Coordinator

- Assist students and faculty in the use of technology
- Provide user support in identifying and resolving software problems
- Serve as a member of the Coordinating Council & Faculty Committee
- Lead the development of new projects
- Troubleshoot computers and other technical equipment
- Perform computer configurations (Update, Upgrade, Image, Policies)
- Create and present PowerPoint presentations
- Develop new strategies to maximize staff and inventory productivity
- Introduce new technology to faculty and students
- Maintain computer lab facilities to provide better service for students
- Manage department budget and ordering new technology equipment
- Ensure all expenses spending are accurately planned and recorded

CHILDREN PRESS LINE, New York

January 2004 – June 2004

Editor

- Interviewed young adults to educate adults on youth issues
- Monitored team members and helped them organize interview

SKILLS

- | | | |
|--|----------------------|--------------------|
| ▪ Public Speaking | ▪ Networking | ▪ Microsoft Office |
| ▪ Public Relations | ▪ Windows Platform | ▪ Smartboard |
| ▪ Organize Meeting | ▪ Multimedia Editing | ▪ Quicken |
| ▪ Multilingual (Hindi, Urdu,
Punjabi) | | |

REFERENCES AVAILABLE UPON REQUEST