

# Ayman Syed

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Riverside, California

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## EDUCATION

**University of California, Irvine** (Irvine, CA), September 2016 - December 2020  
*Bachelors of Social Science, Economics, minor in Computer Science*  
Relevant Coursework: Intermediate Econometrics, Database Management with SQL

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## SKILLS

<ul style="list-style-type: none"><li>● Financial/Data Analytics</li><li>● Tableau/SQL/Excel</li><li>● Exceptional analytical skills</li><li>● Interpersonal communication skills</li></ul>	<ul style="list-style-type: none"><li>● Quick problem solver</li><li>● Strong communication</li><li>● Independent/Leadership</li><li>● Team collaboration</li></ul>
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## WORK EXPERIENCE

**UCI Center of Embedded & Cyber-Physical Systems** (Irvine, CA), September 2016 - Present  
*Information Technology Administrative Assistant*

- Assisted office staff with a variety of tasks such as balancing ledgers, creating reimbursements using KFS travel reporting system, reconciling payments/ledgers with Excel, processing monthly billing, budgeting
- Updated and edited graduate website using WordPress and HTML
- Wrote, edited, and formatted CECS Monthly Ledgers and Financial Reports using Excel
- Received a \$1.50 raise due to my accomplishments regarding efficient problem resolution regarding the CECS/MECPS websites, IT internal user issues and optimization techniques to identify and resolve payroll discrepancies

**uTest** (Remote), October 2017 - Present  
*Freelance Quality Assurance Tester*

- Utilized functional skills in order to find and report 200+ bugs in various applications
- Used online applications such as Charles Web Debugging Proxy and Android Debug Bridge in order to efficiently capture 200+ logs
- Earned *Favorite Tester* badge by multiple companies due to quickly submitting detailed, beneficial, and critical bugs

**Hajera Sultana Clinic** (Riverside, CA), October 2014 - January 2016  
*Office Administration*

- Settled and managed appointments with 50+ customers per day and processed billing with insurance carriers such as Medicare
  - Interacted directly with patients to resolve technical issues
  - Developed comprehensive reports and charts to present financial data for healthcare providers such as Anthem Blue Cross
  - Worked with colleagues to set up and manage database entries using quantitative and qualitative techniques such as MySQL and Tableau
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