

Nazima Khan

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Education

Baruch CUNY

Expected Graduation: June 2017

Major: BBA International Marketing

Experience

NazimaKnits.com

February 2014- Present

Queens, NY

- Entrepreneur; successfully built thriving company, orchestrating business launch and expansion.
- Created website that is well-stocked, organized, patented, and full of tips to encourage clientele communication
- Sharpened executive leadership skills in business, development, and marketing.

Ruskin International

September 2015- Present

New York, NY

- Marketing/PR Intern; Attend trade shows, conferences, networking events representing Senior Helpers services. Network with others in the industry to develop new business opportunities.
- Assist in coordinating various marketing methods including, direct mail, print ads, networking, internet, social media, and develop new methods of marketing.

Citibank

July 2014 – January 2015

New York, NY

- Bank teller; Balanced currency, coin, and checks in cash drawers; Cash checks and pay out money after verifying all information is correct. Patience, determination, and persistence to troubleshoot client issues
- Skilled at evaluating options and generating solutions

Spectrum Imaging Center

Spring 2013- Fall 2014

Queens, NY

- Graphic Designer; Layout skills, Creative Services, Deadline-Oriented

Khan's Income Tax

Spring 2011- Spring 2014

Bronx, NY

- Accountant Assistant; Filing, Faxing, Receptionist. Managed Appointments, Notaries, Preparing Checks, Submitting tax form

Skills / Qualifications

Adobe Certification

- Proficient in Adobe Design Software/ Microsoft Office

New York State Notary Agent

