

SHAZIB SIDDIQUE

New York, NY | (315) 975-9378 | siddiqueshazib5@gmail.com | [linkedin.com/in/shazibsiddique](https://www.linkedin.com/in/shazibsiddique)

Professional summary

Administrative Assistant / Operations Support candidate (BBA, Economics) with 3+ years supporting scheduling, calendar management, data entry, and cross-department operations. Experienced building Excel tracking spreadsheets and operational reports, maintaining accurate records, and supporting onboarding coordination and administrative documentation. Known for strong phone etiquette, confidentiality, and reliable follow-through in fast-paced environments.

Employment history

OPERATIONS & DIGITAL SYSTEMS ASSISTANT

Jun 2022 – Present

Brooklyn College Athletics

Brooklyn, NY

- Coordinated operational workflows for 50+ athletic events annually, aligning schedules, logistics, and technical readiness across athletics, communications, and IT teams.
- Managed digital participation/check-in systems serving 1,000+ users, reducing wait times by 40% through process improvements and clearer workflows.
- Built Excel-based tracking and reporting logs to monitor participation metrics and event operations, improving data accuracy by 25%.
- Maintained operational trackers and documentation (Excel/Google Drive), ensuring accurate updates and timely follow-ups across cross-functional teams.

OPERATIONS & SYSTEMS INTERN

Mar 2025 – Aug 2025

PartnerLinQ

Cranbury, NJ

- Gathered stakeholder requirements and translated business needs into documented system and workflow improvements across internal teams.
- Reduced internal knowledge search time by 60% by improving documentation systems and structured information retrieval processes.
- Performed data analysis using Excel and SQL to identify inefficiencies and support operational decision-making and prioritization.

ACCOUNTING OPERATIONS SUPPORT

Sept 2023 – Present

Accounting Standards Inc.

Brooklyn, NY

- Maintained organized financial records and client documentation for 50+ individual and business clients, improving accuracy and retrieval speed.
- Entered and reconciled transactional data in QuickBooks, improving bookkeeping turnaround time by 30%. Created Excel tracking sheets to monitor client filing status and documentation progress, improving reporting visibility and follow-through.

Projects

AI KNOWLEDGE OPTIMIZATION SYSTEM (RAG)-

- Designed a structured retrieval-based system to streamline internal workflows, reducing document search time by 60%.
- Improved response accuracy by 45% by organizing indexed data architecture around operational requirements.

MARKET ANALYTICS DASHBOARD (HACKATHON PROTOTYPE)

- Developed a real-time analytics dashboard to track engagement KPIs and performance trends.
- Delivered a cross-functional prototype within 48 hours and presented data-backed insights to stakeholders.

Skills

Data/Tools: Excel (Pivot Tables, VLOOKUP), SQL, KPI Reporting | Microsoft Office, Google Workspace | QuickBooks, CRM Systems | Jira, Confluence

Collaboration/Technical: Microsoft Teams, Slack, Google Meet | AWS | Python | JavaScript | Linux CLI

CERTIFICATIONS

AWS Certified Cloud Practitioner (CLF-C02)

Aug 2025 – Nov 2025

Per Scholas – AWS re/Start

Operating Systems & Computer Hardware Foundations

Aug 2025

Cisco Networking Academy

Software Engineering Certificate

May 2024 – Aug 2024

General Assembly

Education

BACHELOR OF BUSINESS ADMINISTRATION (BBA), ECONOMICS CONCENTRATION

Aug 2019 – May 2024

Brooklyn College — City University of New York

Brooklyn, NY