



SAWAEZ AMIN

Thornton, CO 80241

PROFESSIONAL SUMMARY

Meticulous and well-trained team member bringing top-notch expertise in analyzing materials and contributing to successful productivity in any company. Demonstrated knowledge of methodical approach to new strategies, Certified CompTIA IT professional with proven experience in customer service and fast paced team-oriented setting. Ambitious, cooperative, and reliable with acute attention to detail, which adds value to my work and what I have to offer as a professional.

SKILLS

TECHNICAL SKILLS:

Virtualization, Data Entry, Customer Service, MS Office, Troubleshooting, Documentation, Security, Windows, Network+, Computer Hardware, Computer Networking, Technical support

Soft Skills:

Adaptability, Teamwork, Dependability, Empathy, Willingness to learn, Integrity, Open-mindedness, Problem-solving, Organization, Work ethic, Loyal, Patience, Flexibility, Time management, Attention to detail, Results-oriented

WORK HISTORY

Lead Radio Chemistry Lab Tech | Hazen Research, Inc - CO

02/2018 - 10/2020

- As team lead, was responsible for training 5+ employees in use of analytical software and equipment to ensure safety procedures and protocols were followed
- Tracked experimental results, coordinated data reviews and produced detailed reports for Quality Assurance Managers
- Evaluated and updated Standard Operating Procedures every year with QA manager to ensure compliance with state and government regulations
- Established communication process to ensure comprehension with vendors regarding test results and anomalies in tests
- Conducted daily meetings with team members to keep open lines of communication to prioritize workload
- Utilized Microsoft Excel to streamline process of logging samples by generating templates for different reports.
- Efficiently organized and maintained equipment to keep laboratory productive and safe.

Microbiology Lab Technician | Leprino Foods - Denver, CO

11/2015 - 12/2017

- Assisted in the development of over 20 chemicals
- (media) to help test microbial pathogens in products
- Created methodical documentation record-keeping process for future state and federal auditing purposes
- Observed high health and safety standards.
- Grew microbe cultures, including salmonella and listeria
- Kept laboratory equipment clean and in good working order for optimal functionality and longevity.
- Handled specimens according to laboratory protocols to maximize accuracy and precision of results.

Retail Sales Associate | T-Mobile - Aurora, CO 06/2015 - 11/2015

- Used consultative sales approach to understand customer needs and recommend relevant offerings
- Achieved monthly quota of 25 new accounts for entire time of employment
- Balanced and organized cash register by handling cash, and counting change
- Provided accurate information about promotions, customer programs and products, helping drive high customer retention.
- Supported efficient and timely replenishment of sales floor merchandise.
- Offered each customer top-notch, personal service and polite support to boost sales and customer satisfaction.

EDUCATION

ActivateIT Powered By Per Scholas, Denver, CO EXPECTED IN 12/2020

CompTIA Network+ certifications: Information Technology

Metropolitan State University Of Denver, Denver, CO

05/2015

Bachelor of Science: Chemistry with Mathematics Minor