

Mahamud Aziz

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Education

- Metropolitan State University of Denver** 2017-2018
- General studies including Computer Science and Web Development
- Community College of Denver** 2010-2013
- General studies including Math, English, and History
- South High School** 2006-2010
- High School Diploma

Professional Experience

- Grainger Industrial Supply, Customer Service** 2018-Present
- Manage office tasks including message coordination, completion of filing projects, office organization, supply inventory, and interoffice communication
 - Attend to the needs of customers in a timely, efficient, and present manner
- Uber Technologies Inc., Driver** 2019-Present
- Ensure a safe and comfortable customer experience when transporting individuals to and from their desired locations
 - Navigate the technology systems for efficient service according to the company protocols
- City of Wheatridge Permitting Department, Permit Registrar** 2017-2018
- Assisted customers with completing and filing building permits
 - Answered phone calls, navigated computer systems, and ensured efficiency of permit process
- Sky Blue Builders, Office Manager** 2012-2017
- Maintained a professional office environment through office duties such as scanning, printing and filing documents, scheduling meetings, and greeting visitors
 - Assisted the CEO and HR Director with office tasks as they arose
- University of Denver Bridge Project, Tech Team Member** 2009-2010
- Taught technology-based literary, and S.T.E.M. lessons to K-6 grade students
 - Completed general duties as assigned including homework help and student oversight

References Available Upon Request