**Mena Doce**

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**Education**

**Georgia Institute of Technology,** Atlanta, GA

*Aug 2022 – May 2026*

* Candidate for Bachelor of Science in Computer Science
* Dean’s List | BlackRock Scholar

**Experience**

**Aladdin Data Intern | BlackRock | Atlanta, GA**

*June 2024 – Aug 2024*

* Incoming Intern at BlackRock for the summer of 2024. Will work within the Aladdin Data Cloud team, a platform that allows users to host all their data.

**IT Student Technician | Georgia Institute of Technology | Atlanta, GA** *Jan 2023 – Aug 2023*

* Managed the installation, maintenance, and upgrade of workstation and peripheral hardware and software
* Resolved cybersecurity incidents for college issued technology, updating owners on progress
* Ensured that all software and applications are up-to-date and functioning optimally
* Provided technical support to users through means such as phone support, remote access, and onsite assistance

**Tech Management and Relations Intern | InfoWorks Inc. | Nashville, TN** *June 2022 – Aug 2022*

* Captured and recorded data taking an inventory of technology within the office
* Produced custom graphics with the aid of Adobe Photoshop to market the high school program Leaders in Healthcare Technology managed by InfoWorks
* Completed an internal audit analyzing skills and experiences of 100+ employees using company's skills database

**Clinical Intern | Meharry Medical College | Nashville, TN** *June 2021 – July 2021*

* Led the educational development of younger students on topics in medicine and engineering
* Compiled physical health packets containing necessary items for teens in need
* Designed a diabetes informational activity aligned with state standards for 5th-8th grade student

**Projects**

**Travel Buddy | Java | Object Oriented Program**

*Feb 2023*

* Developed a Java program that allows a user to input their desired destination on campus and receive information on costs and directions.

**Antioch High School Help Center | Python | HTML** *Jan 2022 – May 2022*

* Worked in conjunction with two team members to conceptualize, design, and implement a Python and HTML based chat application; Program enables students to pose queries anonymously to both their teachers and peers
* Achieved the runner-up position in the TN Technology Student Association’s Software Dev State competition

**Skills**

**Programming & concepts:** Python, Java, HTML, Object oriented computing

**Certification & work-related skills:** Adobe Photoshop, Microsoft 365, hardware & software debugging, data analytics, remote access support, customer service, collaboration, quick learner

**Languages:** English (native), Arabic (native)

**Activities:** Student Alumni Association, Minorities at College of Computing

**Leadership**

**Student Orgs Editor | Blueprint Yearbook | Atlanta, GA**

*Aug 2023 - Present*

* Collaborating with other students to help bring back Tech’s Blueprint Yearbook to existence
* Managing a team of photographers, sending them to on campus events.

**Tech Team, Marketing, ATL Life Committee | Student Center Programs Council | Atlanta, GA** *Sept 2022 - Present*

* Assists in the organization and planning of campus wide events, building leadership skills as well as project management skills
* Worked with other members to ideate and execute technology-driven solutions, leveraging Slack bots
* Photographing events and creating short videos to market events

**Advisor | Connect – First Year Leadership Organization | Atlanta, GA** *Sept 2022 - Present*

* Assisting a cohort of first-year students in organizing on-campus events by offering guidance on budgeting, planning, and execution
* Offering career support through resume reviews, providing LinkedIn guidance, and assisting with internship applications