

Nadia Bilal

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EDUCATION

Jul. 2014 **Masters of Science (MS) in Computer and Information Science**
Alcorn State University – Lorman, MS

Aug. 1999 **Masters of Arts (MA) in Economics**
University of the Punjab – Lahore

EMPLOYMENT RECORD

Academic Positions

Jan. 2017 - Present Adjunct Faculty – Department of Computer Science & Information
Systems, Texas A&M University-Commerce.

Aug. 2015 - Aug. 2016 Clinton Public Schools district as Sub Teacher – Kelly Services

Jul. 1997 - Sep. 1997 Instructor – Iqra Foundation School.

Non – Academic Positions

Sep. 2014 - Aug 2015 Computer Lab Manager – Alcorn State University Vicksburg.

May. 2014 - Jun 2014 Internship – Department Of Mathematics & Computer Science,
Alcorn State University.

Key Skills

- Well-developed interpersonal skills, including ability to establish and maintain cooperative working relationships with other employees at all levels.
- An excellent communicator, confident in dealing with people from all walks of life.
- Ability to remain current in all aspects of job related assignments.
- I can resolve technical and conceptual issues relating to computers such as (i) PC operating system installation, (ii) Hardware Issues (Installing new Ram), and (iii) Computer troubleshooting.
- As a teacher I know how to solve problems as they arise in a calm and efficient manner.
- During my teaching job, I worked as part of a team. This involved time management, negotiation, commitment, and communication, and helped me to realize the value of team working.

AWARDS AND HONORS

- Jul. 2014 Graduate with distinction Masters of science (MS)in Computer and Information Science GPA 3.72
- Jan. 1999 Scholarship on academic Achievement in Masters of Arts (MA) in Economics
- Aug. 1998 Hold third position in Masters of Arts (MA) in Economics part one at district level
- Oct. 1997 Scholarship on academic Achievement in Bachelors of Arts (BA) in Economics