

Nitish Bhardwaj

Current Address (until 6/3/00)

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Permanent Address

2 Barclay Road
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OBJECTIVE

To obtain a summer internship in the information technology consulting field

EDUCATION

Knox College, Galesburg, IL Bachelor of Arts in Computer Science and Mathematics June 2000

WORK EXPERIENCE

Help-Desk Consultant

Knox College Computer Center, Galesburg, IL September 1998 - Present

- Perform extensive troubleshooting over the phone and in person regarding hardware, software, networking and printing problems
- Set up e-mail accounts for students and assist current users with new applications on the campus network
- Conduct training sessions and workshops on various word processing and Internet applications

Public Relations Coordinator

United Nations Development Program (UNDP), Bangladesh June - August 1998

- Assisted in organizing a 3-day International Conference on "Good Governance"
- Produced research reports and prepared audio-visual materials for presentations at the conference
- Handled public and media related inquiries

Web Developer

Grameen Cybernet Ltd. Web Development Department, Bangladesh June - August 1997

- Provided CGI-script support for HTML documents
- Aided in the development of company homepage and a Unix-based web database

Computer Personnel

Knox College Audio-Visual Department, Galesburg, IL August 1996 - June 1997

- Prepared spreadsheet and inventory records using Microsoft Excel
- Helped students and faculty with the use of various sophisticated audio-visual equipment

COMPUTER SKILLS

Programming Languages: C/C++, Visual Basic, HTML, SQL, Assembly and Scheme
Operating Systems: MS DOS, UNIX, Solaris, Windows 95, Windows NT and MacOS
Hardware Platforms: IBM Compatibles, Sun Microsystems and Apple Macintosh
Software Applications: MS Office (Word, Excel and PowerPoint), Adobe Photoshop

INDEPENDENT RESEARCH

"*Internet Security: All About Encryption*", Knox College Computer Science Department, Fall Term 1998

- Studied and discussed Internet Security and various Encryption Algorithms
- Methods included programming and debugging algorithms in C++ using Sun Solaris Operating System

ACTIVITIES

Co-Chair, Emerging Leaders Program September 1998 - Present

- Facilitated student orientation program and mediated weekly discussions on youth related issues

President, Model United Nations September 1997-May 1998

- Led team in winning 'Best Delegation' at Ohio Model Arab League (MAL) Conference in April 1998