

# Sara Rustem

New York, NY 11102 | (917) 702-2089 | [sara.rustem@baruchmail.cuny.edu](mailto:sara.rustem@baruchmail.cuny.edu) | [www.linkedin.com/in/sara-rustem](http://www.linkedin.com/in/sara-rustem)

## Education

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### Baruch College

Bachelor of Computer Science (CS)

New York, NY

December 2025

- **GPA:** 3.8/4.0 | Dean's list
- **Clubs & Organizations:** ALPFA, Women Empowered for Success
- **Relevant Coursework:** Algorithms, Computer Architecture, Data Structures, Database, Object-Oriented Programming
- **Awards & Honors:** High Honors, Excelsior Student Scholarship

## Technical Skills

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- **Languages:** Java, Python, JavaScript, C++, SQL
- **Databases:** MySQL, MongoDB Web
- **Tools & Platforms:** Git, GitHub, AWS, Docker, Linux
- **Technologies:** HTML5, CSS3, React.js, Node.js

## Professional Experience

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### ODA GYN (Health Care Clinic)

Medical Coordinator

Brooklyn, NY

September 2020 - Present

- Managed and maintained electronic health records database, ensuring accurate data entry of patient information
- Streamlined patient check-in process by developing efficient documentation procedures
- Handled sensitive patient data while maintaining compliance
- Processed and verify insurance information, maintaining 99% accuracy in data entry

### 1760 Third Avenue

Assistant Residential Manager

New York, NY

September 2021 - Aug 2023

- Led and coordinated a team of 50+ staff members, developing leadership and project management skills
- Implemented crisis management protocols, demonstrating problem-solving abilities in high-pressure situations
- Utilized property management software to track resident data and maintenance requests
- Optimized day-to-day operations through effective scheduling and resource allocation

### Bucherie Union Square

Server

New York, NY

February 2022 - July 2022

- Cooperated in a fast-paced environment, developing strong teamwork and time management skills
- Utilized POS systems to process orders and payments efficiently
- Maintained high standards of customer service while managing multiple tasks simultaneously
- Promoted desserts, appetizers, and specialty drinks to optimize sales

## Volunteering Experience

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### Albanian Club

Computer Science Tutor

New York, NY

January 2023 - Present

- Provided one-on-one and group tutoring sessions for 20+ students weekly in Java, Python, and Data Structures
- Mentored students in debugging code and implementing efficient algorithms, reducing assignment completion time by 25%
- Developed and led 5 exam review sessions per semester, attended by 30+ students each
- Created 15+ study guides and practice problems, improving student exam scores by an average of 15%

## Additional Information

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- **Languages:** Albanian, Greek, Spanish
- **Certifications:** Python For Data Science IBM, Algorithms Part 1, Computer Architecture
- **Professional development :** 2023 Goldman Sachs Virtual Insight Series
- **Interest:** Tennis, Surfing, Gym, Running, Skiing