

AIYNA NAZIEHA MUHAMAD

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| 133 Beedle Drive Unit 6, Ames, IA 50014 |

OBJECTIVE

To acquire a full-time position specifically to utilize my analytical and technical skills in Finance and IT related fields.

EDUCATION

Iowa State University, Ames, IA

Bachelor of Science- Finance and Management Information System.

May 2018

CGPA 3.70/ 4.00

EXPERIENCE

BUSINESS ANALYST – WIND ENERGY PROJECT

Aug 2017- May 2018

Iowa State University - United States Department of Energy.

- Led a group of 30 people to manufacture an effective aerodynamic wind turbine for RVs and Campers.
- Liaised between business and technical personnel to ensure a mutual understanding of applications.
- Translated stakeholder requirements into over 10 different tangible deliverables such as functional specifications, workflow/process diagrams and user cases.
- Evaluated risks related to business and technical implementation saving the company on average \$3000+.

UNDERGRADUATE ASSISTANT

Jan 2018- May 2018

International Students and Scholars Office, Iowa State University.

- Taught a University Studies course (UST 110) to first year international students.
- Effectively and timely managed course data, including assignments and training materials of 257 students.
- Employed tools and proactive strategies which created a positive and interactive classroom atmosphere.
- Successfully built a new data entry form from scratch which improved the organization's daily efficiency.

ENTREPRENEUR/ FINANCE MANAGER

Apr 2016- Apr 2018

Cosmoholicmy, Malaysia.

- Co- founder of a beauty/ cosmetic company- successfully sold 70 units of cosmetic products per month.
- Drafted executive analysis reports highlighting business issues, potential risks and profit opportunities.
- Utilized marketing analytics tools which boosted company's sales by 10% in 2017.
- Recommended alternatives to generate revenue such as securing partnerships with 2 top local makeup artists.

MARKETING INTERN

Dec 2015- Aug 2016

StudySoup, Ames, Iowa

- Generated 55 new clients through presentations and achieved 200% sales goals.
- Organized and contributed to team meetings and assisted with takeaways and next steps.
- Created content for all marketing campaigns, including e-mails and social medias to increase brand awareness.

ACTIVITIES

• **TEDx Iowa State University Speaker**

Jan 2018- May 2018

Main speaker for TEDx Iowa State University on April – “Entry-Level Goal Digger”.

• **Radio DJ at KURE 88.5 Ames Alternative**

Jan 2017- May 2018

• **At- Large Public Relation at Iowa State University Student Government**

Jan 2017 - May 2018

ADDITIONAL SKILLS

- Fluent in English, Bahasa Malaysia and Bahasa Indonesia.
- Proficient in Microsoft Office, Adobe Photoshop, JIRA, VIZIO, WireShark, Eclipse (HTML, Java and SQL) and JMP.