

SHEIK (KAZIM) MANSOOR

Philadelphia, PA

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EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor's Degree, Management Information Systems
Overall GPA: 3.4

Expected Graduation: May 2029

NORTHEAST HIGH SCHOOL, Philadelphia, PA 2020 – 2024
Participated in the AVID program, gaining strong skills in technology and digital tools such as Adobe Creative Suite, along with foundational coding knowledge in HTML and CSS. Completed AP Computer Science, building a solid background in programming and problem-solving.

ACTIVITIES AND AWARDS

- Member, DECA Business Club, Northeast High School, 2020 – 2024
- Completed “Generative AI vs. Traditional AI” course, LinkedIn Learning, 2026

LICENSES & CERTIFICATIONS

- OSHA 10-Hour, CareerSafe — Issued March 2023
- Adobe Certified Associate in Graphic Design & Illustration Using Adobe Illustrator — Issued May 2022
- Adobe Premiere Pro Certification — Issued February 2024

INFORMATION TECHNOLOGY SKILLS

Project Management:	Microsoft Project, Microsoft Excel
Design & Media:	Adobe Illustrator, Adobe Premiere Pro, Adobe Photoshop
Programming Foundations:	HTML, CSS

EXPERIENCE

MANSOOR RENTAL REAL ESTATE, Philadelphia, PA Jan 2023 – Present
Assistant Property Manager (Part-time)

- Coordinate day-to-day property operations including tenant communications, rental payments, and move-in/move-out scheduling.
- Maintain records, prepare reports, and assist with basic contract documentation.
- Develop organizational and time-management skills by balancing multiple ongoing tasks.

SKILLS & LANGUAGES

Valet Parking