



# Rayaz Khan

## Professional Experience

### Molloy College Department of Philosophy - Undergraduate Research Assistant

03/2016 - 05/2018

- Under supervision of Dr. Michael S. Russo, assisted in preparation of course materials
- Copy-edited manuscripts in progress using Adobe InDesign
- Contacted publishing companies to process permissions requests
- Assisted in daily departmental operations

### Molloy College Office of Financial Aid - Federal Work Study Student

09/2014 - 03/2016

- Completed intra-office/interdepartmental tasks such as filing, creating files, mailing documents, document delivery.
- Assisted counselors and Assistant Director in processing PLUS and Perkins Loans using Jenzabar database in compliance with FERPA regulations
- Floated to other departments within offices of enrollment management to assist special events operations (e.g directing traffic flow) as needed

### Garden City Pizza - Catering Order Processing Assistant

08/2018 - 03/2019

- In collaboration with management, performed thorough nightly reviews of upcoming catering orders input into POS system
- Eliminated clerical/logistical mistakes
- Received customer phone calls to place orders in both English and Spanish
- Assisted in operation of front counter to efficiently assess customer needs and provide quality service as needed

### System Enterprises - Assistant Consultant

06/2014 - Current

- (Per Diem) Assisted senior technicians, either on site or remotely, in troubleshooting, diagnosis, and repair of both desktop and laptop computers for a variety of basic hardware/software issues.

## English



Native or Bilingual

## Spanish



Professional Working

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📍 West Hempstead, NY 11552

## Education

CUNY Graduate Center Manhattan, NY

Master of Arts: Philosophy, June 2024

Molloy University Rockville Centre, NY

Bachelor of Arts: Philosophy, June 2018

Summa Cum Laude

- Minor in Spanish Language, History, & Culture

## Skills

- Analytical Writing
- Research
- Copy Editing
- Error Correction
- Writing Style Editing
- Office Administration
- Microsoft Office
- Desktop Publishing
- Structural Editing
- Suggest Content Edits
- Customer Service
- Quality Control