

Aizah Khan

Data, Technology, and Product Strategy & Management

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SUMMARY

Focused on the intersection of technology, data, and business strategy. Experienced in team leadership, operations, customer engagement, and problem-solving, with developing skills in Python and data analytics. Interested in using technology and data to improve products, processes, and user experiences.

EXPERIENCE

Student Assistant

Jul 2026 — Present

UC Irvine Law Library Irvine, CA

- Manage front desk operations and respond to visitor inquiries and phone calls.
- File and maintain important legal and administrative documents.
- Shelve books and update materials in the library system.
- Organize library materials, documents, and facility resources.
- Support daily administrative and facility operations.

Math Instructor

Jan 2026 — Present

TutorZone Cerritos, CA

- Deliver one-on-one and small-group math instruction to elementary students.
- Lead targeted intervention sessions to strengthen struggling students' math skills.
- Adapt instruction to different learning styles and skill levels.
- Break down complex concepts into clear, easy-to-understand explanations.

Team Leader

Mar 2025 — Present

Frostbites Crepes and Frozen Delights Cerritos, CA

- Lead daily operations and support team members during shifts.
- Train employees on procedures, customer service, and menu knowledge.
- Ensure customer satisfaction by educating customers about the product and delivering high-quality service
- Promoted from Team Member to Shift Lead to Team Lead based on performance and reliability.

EDUCATION

B.S., Business Information Management

Sep 2025 — Expected Jun 2028

University of California, Irvine Irvine, CA

Business Technology Integration · Digital Systems · User Experience

PROJECTS

Direct Messaging Application - Python

Jun 2026

Python-based client-server messaging application with GUI functionality.

- Developed a client-server messaging application in Python using JSON-based protocols to send, retrieve, and process direct messages.
- Built a Tkinter graphical user interface for managing contacts, viewing conversations, and sending messages.
- Implemented local message and contact storage to preserve conversation history across sessions.
- Created pytest-compatible unit tests and used Git for version control throughout development.

File Explorer - Python

May 2026

Command-based Python application for custom file management

- Developed an interactive Python application for creating, deleting, and reading custom .dsu files through command-based user input.
- Used pathlib to perform cross-platform file and directory operations with support for absolute and relative paths.
- Implemented command parsing with shlex to handle options, whitespace, and flexible user input
- Designed error handling and input validation to gracefully manage invalid commands, paths, file types, and file operations.

SKILLS

Languages: Python · SQL · R

Technical Tools: Excel · Git · GitHub

RELEVANT COURSEWORK

Introduction to Programming, Intermediate Programming

Programming with Software Libraries

Introduction to Software Engineering

Basic Statistics, Statistical Methods for Data Analysis

CERTIFICATIONS

Google Data Analytics Professional Certification — In Progress

Google

2026