

# Ilyas Tariq

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## EDUCATION

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### Baruch College, City University of New York

Expected Graduation: 2028

Bachelor of Business Administration, Finance | Dean's List

### Queens College, City University of New York,

Aug 2023 - May 2025

Bachelor of Business Administration, Finance | Dean's List

## PROFESSIONAL EXPERIENCE

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### Administrative Assistant | Parkash Real Estate

May 2023 – April 2026

- Managed invoices, rent rolls, and expense documentation; verified missing information and followed up to complete files
- Responded to tenant/vendor inquiries, guided next steps, documented interactions, and escalated issues when needed
- Tracked operating expenses in Excel, produced brief status reports, and supported compliance-focused recordkeeping

### Events Coordinator | Modern Samurai

Feb 2020 - Dec 2025

- Planned and executed 20+ community tournaments and demonstrations, managing venue selection, vendor coordination, registration, and logistics
- Negotiated vendor contracts and controlled budgets, achieving an average of 10% cost savings
- Produced detailed post-event recaps analyzing attendance, participant feedback, and KPIs to refine future event strategies

### Martial Arts Instructor | Modern Samurai

Mar 2019 - Dec 2024

- Managed event budgets, logistics, and operations for tournaments and community programs.
- Designed training programs, mentored students, and led team-based activities.
- Built skills in organization, leadership, and communication.

## CAMPUS LEADERSHIP

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### External Relations | IKAROS Hellenic Club

Aug 2024 - May 2025

- Served as liaison with external organizations to foster cultural and professional partnerships.
- Coordinated with student leaders and community partners to deliver engaging events.
- Secured resources and built connections that boosted visibility and participation.
- Developed skills in stakeholder communication, event planning, and collaboration.

### Co-Treasurer | Queens College MSA

August 2024 - May 2025

- Created and managed the club's budget, ensuring that proposed activities and expenditures were feasible
- Maintained accurate records of all income and expenditures, providing a clear financial history for the club
- Prepared financial reports for board meetings to inform members and officers of the club's financial status
- Disbursed funds and file reimbursement for the club in a timely manner, following approval from the board

## SKILLS

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**Tools:** Microsoft Office Suite, Google Workspace, Bloomberg Terminal, Canva, Adobe Illustrator

**Coding Languages:** HTML, C#

**Additional Languages:** Greek (Beginner), Spanish (Beginner), French (Beginner)