

# BAYAN SAIRAFI

## OBJECTIVE

Driven to work in a multicultural environment to experience different perspectives of practical fields. Solid background in leadership and eager to support team needs. Flexible and hardworking team player focused on boosting efficiency and performance with conscientious and detail-oriented approaches.

## SKILLS

- ⇒ Bilingual – Native Arabic and fluent English.
- ⇒ Python.
- ⇒ SQL software.
- ⇒ SPSS software.
- ⇒ Microsoft Office.
- ⇒ Influential Speaker.
- ⇒ Strong Leadership ability.
- ⇒ Financial techniques.
- ⇒ Social networking capabilities.
- ⇒ Problem Analysis and Solving.
- ⇒ Strategic Planning.

## CONTACT

**USA Mobile:** +1(412)996-7750

**Saudi Mobile:** +966501289553

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## EDUCATION

**Carnegie Mellon University,** 05/2023

**Major: Master of Science:** Public Policy and Management, International Trade and Development concentration.

**California State University San Marcos,** 05/2019

**Major: Bachelor of Art:** Human Development, Health Services Concentration.

**2<sup>nd</sup> Major: Bachelor of Art:** Sociology.

## EXPERIENCE

**Children and Screens: Institute of Digital Media and Child Development – Jericho, NY.**

**POLICY INTERN,** 05/2022 TO 08/2022

**Eastern Health Cluster – Dammam, Saudi Arabia.**

**DOCUMENT CONTROL ANALYST,** 06/2020 TO 07/2021

**American Red Cross – San Diego, CA.**

**INTERN,** 01/2019 TO 05/2019

**A Step Beyond – Escondido, CA.**

**EDUCATIONAL ASSISTANT,** 01/2019 TO 05/2019

**Cross Cultural Center at California State University – San Marcos, CA.**

**INTERN,** 06/2018 TO 08/2018

**Department of Human Development California State University – San Marcos, CA.**

**RESEARCH ASSISTANT,** 01/2018 TO 05/2018

## VOLUNTEERISM

**Global Education Office at California State University – San Marcos, CA.**

**INTERNATIONAL ORIENTATION LEADER,** 08/2018 TO 01/2019

**ELIZABETH HOSPICE – ESCONDIDO, CA.**

**VOLUNTEER CAREGIVER AND ADMINISTRATIVE SUPPORT,** 08/2016 TO 05/2018

**ALBERT EINSTEIN RESIDENCE CENTER – SACRAMENTO, CA.**

**VOLUNTEER CAREGIVER,** 08/2014 TO 12/2014

## LEADERSHIP SKILLS AND CERTIFICATES

**Saudi Students Association at California State University – San Marcos, CA.**

**FOUNDER AND INAUGURAL PRESIDENT,** 08/2018 TO 08/2019

**Muslim Students Association at CALIFORNIA STATE UNIVERSITY – San Marcos, CA.**

**MEDIA COORDINATOR,** 08/2015 TO 01/2016

**TUKWUT LEADERSHIP CIRCLE.**

⇒ Conducted 30+ hours of leadership development workshops and civic engagement such as painting murals with individuals with disabilities.

⇒ Participated in the cultivating and compassion and world peace.

**UNESCO CERTIFICATE.**

⇒ Worked closely with diverse peers, faculty, and staff.