

HAZARA AKTHAR

105-30 80th Street, Ozone Park, NY 11417

(917) 435- 7026

Hakthar1@gmail.com

EDUCATION

GPA: 3.44/4.0

Bryn Mawr College, Bryn Mawr, PA

A.B. in Economics

Coursework: Finance & Management Intensives, Advance Corporate Finance, Microfinance, Econometrics, International Trade, Philosophy, Psychology, Economic Development, Economic Inequality and Public Policy.

Completed Senior Undergraduate Thesis: “How Is The Lack Of Compliance Affecting Female And Male Workers Differently In The Bangladesh Ready-Made Garment Sector?”

CAMPUS LEADERSHIP POSITIONS

Dorm Leadership Team, *Bryn Mawr College*

- *Hall Advisor:* Facilitated in developing a living-learning community among 42 residents. Provided access to College services and resources, and initiated social and educational opportunities. **Aug-2013-Dec-2014**
- *Customs:* Assisted in educating and creating a safe environment for 10 incoming freshmen. **2012-2013**
- *Public Safety Committee:* A liaison between 120 students and the Department of Public Safety. **2011-2012**

EXPERIENCE

Wells Fargo Bank, *Part-Time Teller, Villanova, PA*

Feb-2015-Present

- Provide financial assistance to customers by referring them to available financial products and services.
- Manage client's bank accounts, complete daily transactions, and maintain a balanced cash drawer.

Bryn Mawr College Admissions, *Office Assistant/ Tour Guide, Bryn Mawr College*

Aug-2013-Dec-2014

- Assisted in the admissions process by maintaining ~ 2000 portfolio and shipment of Admissions material.
- Administered ~15 tours and information sessions to parents and prospective students.

American Islamic Congress: Project Nur, *President, Bryn Mawr College*

Jan- 2012-Dec-2014

- Advocated human rights awareness and social justice issues.
- Hosted 2 major events consisting of 50+ people.

Wyndham Alumnae House, *Head Supervisor, Bryn Mawr College*

Aug-2011- Present

- Conduct a series of training sessions for approximately 60 incoming students.
- Implemented projects to create comprehensive work plans and improve scheduling efficiency amongst student workers.
- Maintain batch reports, inventory, and billing reports pertaining to both the restaurant and the bed & breakfast services.

LEADERSHIP AND SERVICE

Volunteer Income Tax Assistant (VITA)

Sep-2013- Present

- IRS certified at the Basic level. Assist ~50 low income families annually with filing their taxes.

Vision Nepal Organization, *Volunteer, Pokhara, Nepal*

Jun-Jul- 2013

- Completed a 4 week internship at an orphanage home.

Leadership Empowerment Advanced Program (LEAP), *Member of 6th Cohort, Bryn Mawr*

Sep-2011-May-2012

- Selected to participate in this leadership team and applied learned skills in real life activities and roles.
- Collaborated with a non-profit family center in assisting non-native mothers to learn how to speak English.

Overbrook/ Parkway/ Gotwals Elementary, *Volunteer, Bryn Mawr College*

Sep-May-2011-2012

- Assisted 20 elementary school-aged children with academics and improving their reading and writing skills.

The Office of Dr. Teresita Go, *Volunteer, New York, NY*

2007-2014

- Served as a translator between doctors and non-English speaking patients.
- Strengthened administrative abilities by managing patient filing system and relieving receptionist.

SKILLS

- *Computer:* STATA, JAVA, Microsoft Word, Excel, and PowerPoint.
- *Languages:* Multilingual: Conversational in Bengali, Hindi, and Urdu, beginner Spanish and literate in Arabic.
- *Other Interests:* Swimming, Knitting/Crocheting /Tailoring, and Yoga.