

Natasha Quraishi
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OBJECTIVE

I am a socially-conscience advocate with a legal background and social research experience who is seeking to benefit minority communities through her growing skill set in technology. I am currently completing a web development coding Bootcamp. I am seeking a Fellowship that will combine my education and values for a fulfilling opportunity.

SKILLS

- Superb verbal and written communication skills
- Team player and able to work independently
- Analysis and research skills
- Bilingual (Hindi/English)
- HTML/CSS/JavaScript/Bootstrap
- Ability to identify leads
- Community Involvement and Advocacy
- GitHub
- Creativity and Designing
- MS Office Suite and Google Docs

RELEVANT EXPERIENCE

Research Study Assistant, Social Development Research Group, Univ. of WA Jan. 2021 – Sept. 2021

- Researched to locate missing participants and prompt completion of surveys for study.
- Implemented locating strategies using sources such as in-house records, public records, and by contacting friends and family members.
- Documented research and outreach steps taken in MS Access databases for a caseload of 80+ participants.
- Explained study to participants and parents, answered questions, motivated and helped participants complete survey as soon as possible while implementing techniques for refusal prevention.
- Participated in weekly meetings to discuss techniques and best methods to achieve goals.

Outreach Coordinator, Andalusian Center, Tacoma, WA March 2019 – September 2019

- Researched, evaluated, and prepared recommendations to accommodate Muslim students in school.
- Designed and delivered workshops, which included PowerPoint presentations, on Muslim practices at a Tacoma Public School System's Teacher's Conference.
- Advised teaching and staff on religious accommodations for Muslim students to promote the intellectual, social, and physical welfare of students.

Legal Intern, Duncan Law Office, Tacoma, WA September 2017 – October 2017

- Gathered evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case for matters of family law and child custody.
- Prepared legal memos and documents. E-filed documents in Superior Court.
- Represented client in court or before Superior Court Judge in requesting and obtaining a continuance.
- Searched for and examined public and other legal records to write opinions.
- Performed administrative and management functions such as phone and e-mail communication, created client case files, managed and maintained electronic calendar, organized and maintained documents in paper and electronic filing systems, and kept client confidentiality.

Immigration Task Force Representative, City of Tacoma

March 2017 – August 2017

- Collected data through interviewing Muslims in Tacoma about legal obstacles family members faced when attempting to immigrate to the US.
- Presented findings and recommendations to assist disadvantaged groups at task force meetings.

Applicant Assistant, City of Seattle ORIA and One America, Seattle

April 2013 – January 2018

- Screened clients' eligibility and completed legal forms (N-400) while interviewing clients.
- Checked clients' green cards to verify legal status; reviewed client records and documentation.
- Checked and noted red flag issues on a checklist for the lawyer.
- Worked with interpreters (Spanish, Arabic, French).
- Provided the legal manager with feedback to identify areas of improvement.

OTHER EXPERIENCE

Medical Scribe, Proscribe LLC, Tacoma, WA

October 2019 – March 2020

- Captured and transcribed medical record documentation during patient visits utilizing electronic medical record applications.
- Monitored the duration of procedures and complied with hospital and ProScribe policies, including those relating to HIPAA and Joint Commission.

EDUCATION

Generation USA, Junior Web Developer Bootcamp

(Expected Graduation: September 2022)

Gonzaga University School of Law, Spokane, WA, JD

2009

University of Puget Sound, Tacoma, WA, BA Sociology (Honors), Biology minor

2005