

## **EDUCATION**

**Franklin & Marshall College**, Lancaster PA

Expected Graduation, Spring 2015

B.A. in Political Science, Minor: Economics. **Major GPA: 3.4**

**Advanced Studies in England Program (ASE)**, Bath, England

Fall 2013

Completed a four month intensive course about the impact of media and the development of the British parliamentary system.

Coursework included two weeks of study at Oxford University.

## **EXPERIENCE**

**NYC Council-Office of the Speaker**, New York, NY

Summer 2014

*Scheduling Intern*

- Performed extensive research on Taiwanese and Puerto Rican governmental programs and policies providing location recommendations for planning purposes. Presented analysis to the Speaker, council members and staff at an official briefing, and addressed all concerns before departure to these regions.
- Assisted in the logistical planning and execution of two international trips for the Speaker and 8 City Council members.
- Attended legislative and policy meetings, and prepared weekly official briefs and talking points on commencement speeches, commemoration, and community celebrations for the Speaker.
- Prioritized incoming invitations and requests and forwarded to appropriate staff member.
- Tracked response times to constituents' inquiries via Outlook and generated report identifying areas for improvement

**Nickelodeon - Viacom Media Networks**, New York, NY

Summer 2013

*Human Resources Intern*

- Scheduled candidates for interviews while also partaking in the process by taking notes to share with supervisor.
- Completed reference checks on candidates and conducted necessary follow-ups to acquire more information.
- Edit, review and post job listings on the company website and various job boards.
- Updated candidates' confidential information including salary, benefits elections, using Taleo.

**Marsh & McLennan Companies**, New York, NY

Summer 2012

*Human Resources Intern*

- Researched and identified key organizations, and clubs at east and west coast schools to help target the firm's collegiate diversity recruitment efforts.
- Organized and updated company's confidential personnel file, including background checks populated in MS Excel.
- Assisted in creating an interview preparation brochure for the talent-recruiting team using Microsoft Word, which the team distributed over 25 universities.

## **ACTIVITIES AND AWARDS**

**Franklin & Marshall Varsity Track & Field**, Lancaster, PA

Spring 2012 – Present

- Member of indoor and outdoor men's varsity track & field teams.

**Franklin & Marshall Muslim Student Association**, Lancaster, PA

Fall 2012 – Present

*Community Chair*

- Reach out to non-profit organizations and build collaborative relationships for volunteer opportunities.
- Organize campus food collections from Franklin & Marshall Student body for Lancaster Soup Kitchen.

**Collegiate Leadership Summit Scholarship**, Lancaster, PA

Fall 2011 – Present

- Chosen as one of forty students, and awarded four year scholarship to Franklin & Marshall College.

**I.M.P.A.C.T.**, Lancaster, PA

Fall 2011 – Present

- Member of student organization geared towards overcoming adversity and thriving in a college setting.
- Counsel first-year students on acclimating to college life by promoting academic and social success.

**The Opportunity Network**, New York, NY

Fall 2009 – Present

- Chosen as one of 26 high-achieving New York City students for a prestigious six year career development program.

## **SKILLS**

- Microsoft Office & Outlook, SPSS, Data management, Social media (Facebook, Twitter, LinkedIn, Instagram, Google+). Fluent in Fulani, Krio, and Mende.