

Naimah Hares
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4443 Chestnut Street Apt. 2B, Philadelphia, PA 19104
(215) 839-4294

EDUCATION

University of Pennsylvania, College of Arts and Sciences
Bachelor of Arts Candidate in South Asia Studies; Minor in Sociology
GPA: 3.65/4.0

Philadelphia, PA
Expected May 2016

J. R. Masterman High School
Co-founder, Muslim Student Association

Philadelphia, PA
June 2010

CAMPUS LEADERSHIP

Undergraduate Advisory Board Member, South Asia Studies **February 2015 – Present**
Leadership position involving attending meetings and advocating for students in the department and discussing professional development opportunities

PROFESSIONAL EXPERIENCE

Governor's Advisory Commission on Asian American Affairs (GACAAA)
Commissioner Representative of the Bangladeshi Communities in Pennsylvania

Pennsylvania
September 2015-2017

The GACAAA advises the Governor on policies, procedures, legislation and regulations that impact the Asian American community, promotes the cultural arts of Asian American communities, and provide appropriate assistance and advice to the Pennsylvania Minority Business Development Authority and work with the Bureau of Equal Employment Opportunity within the Office of Human Resources Management in the Governor's Office of Administration to strengthen the enforcement of the Commonwealth's anti-discriminatory hiring, retention and promotion policies.

Governor's Advisory Commission on Asian American Affairs
Intern

Philadelphia, PA
July 2015-Present

Developed a template for updating a service directory of organizations statewide that assist Asian American Communities; attended meetings and events supporting Asian American awareness; performed clerical duties for the executive director for the Commission on Asian American Affairs under Governor Wolf's administration

UPenn Linguistic Data Consortium
Tech Support Specialist

Philadelphia, PA
September 2015-Present

Assisting Coordination with their request and Annotation floor plans, identifying urgent issues and reporting to systems, contacting different vendors (logistics related) when needed, customer service, archiving licenses and media, reformatting desktops/workstations and new builds, assisting systems with logistics, use of Macintosh, Windows, and Linux Operating Systems

Penn Parking Business Services
Customer Service Representative

Philadelphia, PA
June 2014 – June 2015

Updated annual customer parking product information in AIMS software; updating annual invoices for department and vendor customers; greeting customers at the window and answering phone calls; performing financial transactions; use of Microsoft Suite

Physics Department
Lab Assistant

Philadelphia, PA
May – August 2013

Prepared lab equipment for physics lab courses; recorded and tracked inventory using excel; stocked lab equipment

Free Library of Philadelphia
College Prep Coach

Philadelphia, PA
June – August 2013

Assisted in developing programs to assist underprivileged high school students increase SAT scores and write essays for college and scholarships; assisting in tutoring high school students in SAT prep; greeted library attendants and assisted senior citizens in using library computer labs

TRAVEL EXPERIENCE

UPenn C.U. in India Abroad Program

Research for College Credit: Gender and Development

New Delhi, India & Kolkata, India

December 2014

Conducted ethnographic research with a sex workers' organization for a topic on Anti-Sex Trafficking Laws in India

REFERENCES

Donna Petrelli, Associate Director of Penn Parking Business Services (215-839-4294; petrelli@upenn.edu)

Tiffany Lawson, Executive Director of the Governor's Advisory Commission on Asian American Affairs (tlawson@pa.gov)