

Muaaz Maksud

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Education

Georgetown University, Edmund A. Walsh School of Foreign Service

Bachelors of Science in Foreign Service, International Political Economy

Certificate in International Development

GPA: 3.63/4 (Expected Graduation: May 2015)

2011 – Present

Washington D.C.

Experience

Congressional Fire Services Institute

Intern

Jan. 2015 – Present

Washington D.C.

- Perform research on legislative issues concerning fire and emergency services and update various databases
- Participate in meetings with fire service leaders and attend congressional hearings
- Assist with planning of major annual fundraising program, attended by 2,000 national fire and emergency service officials

Georgetown University Psychology Department

Administrative/Clerical Assistant

Sep. 2013 – Present

Washington D.C.

- Welcome visitors, responding to questions and providing information, documents, and instructions as necessary
- Respond to phone call inquiries accordingly and transfer calls to the appropriate individual or department
- Maintain inventory of all department supplies, preparing list of supplies to be ordered as needed
- Perform various other clerical tasks in support of department operations, performing any related duties assigned

Los Angeles World Affairs Council

Intern – Development/Public Relations/Administrative

May 2014 – July 2014

Culver City, CA

- Completed research projects in relation to upcoming speakers and issues, contributing to info packets for guests and press
- Assisted with daily operational tasks of the Council, finalizing reservations and maintaining memberships records
- Transcribed recorded speeches, updated Council databases, and worked on a large archiving project for over 50 years of material
- Managed the ticket table, addressed guest questions and concerns, and seated attendees during events

Hoya Kids Learning Center

Student Teacher

Sep. 2013 – May 2014

Washington D.C.

- Collaborated with teachers, implementing programs for young children meeting their physical, emotional, and intellectual needs
- Developed and established activities, lectures, and discussions that introduce math and literacy concepts
- Mentored children to reinforce concepts, building confidence, establishing routines, and offering positive guidance and discipline
- Ensured children are supervised at all times, providing opportunities for sleep and snacks, keeping in mind individual needs

Extracurricular Activities

Berkley Center for Religion, Peace & World Affairs

Doyle Engaging Difference Undergraduate Fellow

Oct. 2014 – Present

Washington D.C.

- Conduct original research project, analyzing opportunities and challenges of interreligious and intercultural diversity in society
- Organize and participate in events, dialogues, and service projects, engaging with religious/community leaders and social activists

Georgetown University MSA

Public Relations Chair

Jan. 2012 – Feb. 2013

Washington D.C.

- Liaised with various student groups on campus, taking the lead with event planning for all co-sponsored events
- Prepared and supervised production of publicity brochures, flyers, handouts, promotional videos, and photographs
- Advertised to the broader Georgetown community, sourcing and managing sponsorship opportunities

Skills and Languages

- Fluent in Hindi, Bengali, and Urdu; Intermediate proficiency in Spanish, Arabic, and Punjabi
- Economic Modeling/Stata (basic knowledge, college course in Econometrics)
- MS Office: Word, Excel, PowerPoint, Outlook; WordPerfect;
- Strong writing, editing, researching, and proofreading skills
- First Place Gold Medal Winner in 2011 Online Stock Market Game (out of over 60,000 teams)