



ZAHRA NOURANI

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EXPERIENCE

BRIGHT MARCH Dallas, TX Project Manager *Jun 2013 - Present*

Serve as project liaison between developers and clients, responding to inquiries and managing communication efficiently.

Oversee workshop logistics including registration and payment collection, venue reservation, working with vendors for branded material, technology set-up and providing support during the event.

Manage company budget: reconciling accounts and reporting payroll.

Coordinate company functions and meetings.

Handle incoming and outgoing documents; develop and maintain an effective archiving system.

SKILLS

Experienced in both OS X and Windows operating systems, MS Office, basic HTML, Qualtrics survey design and analysis, as well as various CMS systems and CRM platforms.

Organizing both large and small-scale events.

Strong analytical and organizational skills.

Effective multi-tasker.

Fluent in English and Persian (Farsi).

LOYOLA MARYMOUNT UNIVERSITY Los Angeles, CA Coordinator, Center for Teaching Excellence *Aug 2012 - Jun 2013*

Event planning: plan and execute all departmental events and workshops (average of 2 per week). This required flyer design, advertising within the university, speaker management, working with on- and off-campus vendors, and volunteer management.

Managed the department's budgets which rectified the previous years' deficit.

Served as the department's communications manager: managed correspondence to the main CTE email and respond to phone inquiries.

Created Qualtrics surveys for event feedback; analyzed reports from survey results.

Assigned student workers duties that aligned with their skills and interests.

EXPERIENCE CON'T







THE UNIVERSITY OF TEXAS AT DALLAS Richardson, TX
Project Coordinator II, Office of Administration
Feb 2010 - Aug 2012

- Coordinated departmental events: charity food drives, staff appreciation functions, and Annual Golf Tournament Scholarship Fundraiser.
- Provided support to the Vice President for Administration and managed human capital matters for the Administration department (approximately 400 employees).
- Performed feasibility studies and managed the cost of completing projects.
- Developed requests for project equipment and supply requirements.
- Set deadlines, assigned responsibilities, monitored progress of projects and provided related work direction and guidance to personnel.

EDUCATION

THE UNIVERSITY OF TEXAS AT DALLAS
Master of Science in Sociology, *pursuing*.
Bachelor of Science in Cognitive Science and Psychology.

INTERESTS

- Cooking
- Travel
- Reading
- Documentaries
- Chocolate
- Music