

Resume Example

NAJA A. KABIR

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EDUCATION

Dual Bachelor of Arts Degree Program

Expected May 2020

Columbia University, School of General Studies, New York, NY

Bachelor of Arts, Middle Eastern, South Asian, and African Studies, GPA: 3.9; Dean's List, Honor Society, Phi Beta Kappa

Sciences Po Paris, Paris, France

Bachelor of Arts, Social Sciences; Middle East and Mediterranean Program with focus on Economics, Summa Cum Laude

RELEVANT EXPERIENCE

Wamda Research Lab, Amman, Jordan

June 2019—August 2019

Research Fellow

- Conducted research through personal interviews and literature review in support of the first major study of entrepreneurship in the healthcare information and technology sector in the Middle East and North Africa region
- Enhanced cultural competency, professional communication skills, and industry knowledge on biotechnology through workshops and mentoring
- Presented on internship experience to 15 peers as a Tamer Center for Social Enterprise Summer Fellow

Arab-American Family Support Center, Queens, NY

January 2019—May 2019

Academic Exchange Fellow

- Tutored recent immigrants of secondary school age in high school subjects and test preparation to empower them with the necessary tools for academic success
- Discussed current events in Arabic to strengthen Arabic language skills and improve speaking and listening ability

Critical Language Scholarship, sponsored by the US State Department, Rabat, Morocco

June 2016—July 2016

International Language Scholar

- Completed an 8-week Arabic language program in Modern Standard Arabic at AMIDEAST in Rabat, Morocco
- Engaged in cultural activities, learned basic Moroccan Colloquial Arabic, and lived with Moroccan host family

ADDITIONAL EXPERIENCE

Hackley School Alumni and Development Office, Detroit, MI

May 2017—July 2019

Intern

- Managed and executed alumni communications strategy by preparing mailings, developing online newsletter content, and proofreading publications
- Identified and tracked alumni groups for outreach using fundraising database software Raiser's Edge and Excel to maximize development efforts
- Maintained social media presence for alumni community by class year, on Facebook and LinkedIn

Community Impact, Student Health Outreach, Columbia University, New York, NY

September 2018—May 2019

Student Teacher

- Taught nutrition curriculum to sixth grade class at Mott Hall School and introduced students to nutrition concepts including the food groups, serving sizes, diet-related diseases, and the importance of exercise during weekly classes
- Developed and improved nutrition curriculum and class materials during weekly meetings with other student-teachers

Columbia University Women's Rugby Football Club, New York, NY

September 2018—May 2019

Player, Fundraising Chair (December 2018—December 2018)

- Played as a forward at lock position and improved communication, teamwork, and leadership skills
- Planned and organized monthly fundraising events as the team's Fundraising Chair
- Strategized team goals and guided team's direction as a member of Elected Board

SKILLS

Computer: Microsoft Word, Excel, Powerpoint, Outlook

Languages: Arabic (Certified by American Council on the Teaching of Foreign Languages in 2015; Jordanian (Basic); Moroccan Colloquial Arabic Dialects (Basic); French (Proficient)