

# HALEEMA J. AHMAD

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## EDUCATION

**Carnegie Mellon University, H. John Heinz III College, Pittsburgh, PA**  
Master of Science, Public Policy and Management

**May 2022**

**DePaul University, College of Liberal Arts & Sciences, Chicago, IL**  
Bachelor of Arts in International Studies, Minor in Arabic Studies

**March 2015**

## PROJECTS

### **Systems Synthesis Capstone Project: *Pennsylvania Department of Transportation***

- Partnering with PennDOT to increase community engagement in underserved communities throughout Pennsylvania.
- Leverage quantitative tools such as ArcGIS Pro to define and identify transportation resource discrepancies.
- Canvassed community members, advocates, and legislators, as well as local MPOs and RPOs to identify pertinent issues in resource allocation.
- Developing tested recommendations to PennDOT to better identify and engage underserved community members and create equitable transportation projects throughout the commonwealth.

### **Consulting Project for *United States Department of Justice - Drug-Related Crime Data Initiative***

- Led a team of policy students to analyze public health data against drug-crime data and identified discrepancies in policing within the drug epidemic using geospatial analysis software.
- Provided implementable recommendations to DOJ to assist with creating a working dashboard to monitor drug crimes and drug fatalities across US policing jurisdictions.

### **Consulting Project for the *Lively Minds Institute***

- Led a team in an initiative to create equitable access to the Executive Functioning Skills curriculum offered by The Lively Minds Institute in Pennsylvania using federal funding sources.

## PROFESSIONAL HISTORY

### **Carnegie Mellon University**

*Graduate Teaching Assistant*

**Pittsburgh, PA**

June 2021 - Present

- Teaching assistant for the following courses: Strategy Development; Organizational Design & Implementation; Policy Innovation Lab

*Public Interest Technology (PIT) Fellow*

June 2021 – September 2021

- Partnered with the Innovation Institute for Tomorrow to develop equitable, inclusive, and accessible STEM education for students in rural Pennsylvania.
- Collaborated with FTW Robotics and educators across the Commonwealth to evaluate the Build|Fly|Code Program in Pennsylvania to analyze participant diversity and outcome objectives.
- Conducted design thinking workshops, performed user interviews, created user personas, and synthesized findings to ideate, prototype, develop and test educational programming initiatives.
- Synthesized findings and built a gender diversification playbook for STEM program developers to use through all programming initiatives at the Institute.

### **Medline Industries, LP.**

**Northfield, IL**

*International Regulatory Affairs Specialist – Middle East/Asia Pacific*

June 2017 – August 2020

- Collaborated with state, federal, and international regulatory authorities to develop strategies for surgical medical devices registration worldwide, to support company's expansion in key global markets.
- Registered hundreds of medical devices globally (Africa, Asia Pacific, Latin America & Middle East), including industry's first surgical kits in Malaysia, generating multi-million dollars in revenue annually.

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- Authored traditional 510(k) submissions for Class I and II devices and EU technical files for Class I and Class IIa in accordance with MDD 93/42/EEC.
- Participated in internal product design reviews and monitored global regulations for changes in order to maintain compliance with active drug and device registrations.
- Implemented new legislation and standard updates to existing standard operating procedures and used new information to create process improvements.
- Participated in company-wide Kaizen initiatives and created a process improvement that resulted in annual cost-savings of \$4M.
- Versed in ISO 9001, 13485, and 14971, FDA CFR 16 & 21, QSR 820, MedDev 2.12, ASEAN Medical Device Directive, and Saudi Food and Drug Authority Interim Regulations.

### **Wilton Brands LLC**

*Product Compliance Specialist*

**Woodridge, IL**

March 2017 – June 2017

- Executed test programs for non-food products by identifying testing needs and tracking sample submissions.
- Monitored all regulations for changes to make sure products comply with customer requirements within US/Canada regulations, specifically USFDA CFR 16 & 21, and Canada Consumer Product Safety Act (CCPSA).
- Assisted in the implementation of programs, policies, and practices to ensure that all products follow applicable international, federal, state, and local regulatory requirements.
- Communicated with vendor representatives, third party labs, and internal business partners concerning test results, including giving guidance on how to correct issues that may arise within product testing.
- Reviewed product packaging to ensure compliance with labeling regulations.
- Worked with various departments such as product development and management, legal and packaging to ensure products follow vendor protocols as well as government and state regulations.

### **Old Republic International Corporation**

*State and Risk Filing Analyst*

**Chicago, IL**

July 2015 – March 2017

- Prepared and processed rate, rule, and form filings in support of company legal compliance via research and analysis.
- Ensured company compliance with various insurance products, including but not limited to Professional General Liability, Directors & Officers Liability, Lawyers Professional Liability, Aerial Applicator Aviation Programs, and Commercial and Fleet Automobile Liability.
- Submitted various filings as well prescribed requirements including checklists, filing letters, transmittal forms, supporting exhibits and investments income exhibits for Property & Casualty products within department standards to appropriate state government insurance entities.
- Assisted actuarial staff in obtaining precise annual statements and producing actuarial exhibits to defend company rates to various State Insurance Departments.

### **Fragomen, Del Rey, Bernsen & Loewy, LLP**

*Administrative Legal Assistant*

**Chicago, IL**

January 2015-May 2015

- Drafted and filed various immigrant visa petitions and applications with government agency.
- Proficient in drafting and completing I-140 and I-130 Immigrant petitions; I-485 Permanent Resident Applications; I-131 and I-765 Applications for Travel Documentation, Re-Entry Permits and Work Authorization and renewal; I-90 Applications to Renew Permanent Resident Status; I-94 Retrieval.