

Manaal K. Shafi

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EDUCATION

University of Washington-Seattle, B.A. Political Science and Law, Societies, & Justice (double-major)

SEPTEMBER 2017 - JUNE 2021

Honors: Annual Dean's List 2017–2018 and 2018–2019; Quarterly Dean's List (Fall 2017–present)

Activities: Lead Coordinator- EcoReps Recyclemania 2019, Phi Alpha Delta Pre-Law Fraternity, Prague Study Abroad- Communism & Human Rights in Central Europe, NVIDIA Project Inspire 2012–2016

WORK EXPERIENCE

UW Impact, Seattle, WA —*Digital Media and Strategic Communications Intern*

JANUARY 2020 - PRESENT

- help execute the communications/engagement strategy, including content creation, administrative support, event support, and data management
- manage social media accounts, write blog posts, and use databases to streamline and analyze the success of marketing campaigns
- assist operations as part of the University of Washington Alumni Association's legislative advocacy program

SF District Attorney's Office, DA George Gascon, San Francisco, CA —*Policy and Communications Intern*

JUNE 2019 - SEPTEMBER 2019

- Drafted press releases, media advisories, social media posts, talking points, and letters of support on behalf of the DA
- Conducted legal research and analyzed policy, drafted memorandums on research findings for attorney projects
- attended trials, meetings, press conferences, and community outreach events

World Affairs Council of Northern California, San Francisco, CA — *Development Intern*

JUNE 2018 - SEPTEMBER 2018

- Assisted in outreach: drafted emails regarding partnership opportunities with young professionals groups
- Conducted research on young professionals organizations, college alumni groups, nonprofits, and local businesses in order to drive program development, event attendance, and increase membership numbers
- compiled reports on millennial culture: Generational Echo Chambers + Media Consumption, Millennial Giving Trends

Council on American Islamic Relations, Santa Clara, CA — *Government Relations Intern*

JUNE 2018 - SEPTEMBER 2018

- Attended meetings with and drafted letters to elected officials to discuss legislation pertaining to civil rights and the Muslim American community
- Attended weekly outreach events to promote rights awareness, citizenship workshops, and voter registration
- Organized Muslim Appreciation Month Proclamations in cities across the Bay Area

U.S. House of Representatives, Congresswoman Pramila Jayapal, Seattle, WA — *Legislative Intern*

MARCH 2018 - JUNE 2018

- assisted staff with constituent services and casework, worked on community outreach projects collaboratively and independently such as facilitating town hall meetings, drafted policy on juvenile justice reform
- conducted office duties: answered calls, processed mail, welcomed visitors, and tracked constituent concerns

AllSaints, Livermore, CA — *Stylist*

JUNE 2017-SEPTEMBER 2017

- Marketed products to customers, worked with entertainment companies seeking wardrobe assistance, tracked sales and proposed ideas to increase customer satisfaction, created store displays with the intent of increasing customer traffic

SKILLS: Proficient in Urdu/Hindi, basic knowledge of Spanish ♦ Computer Skills: Microsoft Office, basic HTML
♦ CRM/Databases: Salesforce, iConstituent, Nation Builder, Phone2Action