

Aisha Osman

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Education

Central High School

275 N Lexington Pkwy, St Paul, MN 55105

Graduation Year- May 2016

GPA: 2.82

University of Minnesota- Twin Cities

Minneapolis, MN 55455

Anticipated Graduation Year- December 2020

GPA: 3.0

Volunteer Experience

- **Masjid Dawah** 2011-2014
 - Assisted children with homework.
 - Generated ideas for after school programs.
 - Executed fundraisers for the establishment.
 - Volunteered 3 hours a week.
- **Rice Library** 2015
 - Assisted the elderly and disabled with printing and computer programs.
 - Organized computer lab.
 - Oversaw that the computers were running smoothly.
- **Daycare** 2011-2012
 - Provide child care by helping children with homework.
 - Supplied books and games to keep children occupied.
 - Volunteered 4 hours on the weekends.

Work Experience

- **Payless ShoeSource** 2015-2016
 - Provided Excellent Customer Service.
 - Organized All Shoe Racks and Accessories.
 - Cleaned Store After Every Shift.
- **Department of Motor Vehicle Services** 2016-2017
 - Provided Fast Paced Customer Service.
 - Resolved Motor Vehicle and License complications.
 - Evaluated Legal Documents.
 - Guided Customers on Filling out Paperwork.
 - Maintained a Collected Attitude in a High Pressure Atmosphere.
- **University Of Minnesota- Twin Cities** 2016-Current
 - Coordinated Communications between the University Police and Parking Services.
 - Resolved Motor Vehicle Contract complications.
 - Programmed Key Cards for Parking Contracts.

- Authorized Contracts for University Staff and Outside Vendors.
- Provided Excellent Customer Services.
- **Minnesota Department of Health (Rose Industries Contractor)** 2020
 - Provided Accurate Information to Cases that tested Positive for COVID-19
 - Comforted Distressed Callers
 - Recommended Resources for Essential Services
 - Remained Calm and Collected in a High Stress Environment
 - Gathered Contract Tracing Information from Cases
- **Memorial Blood Centers** 2021 - Current
 - Received Blood Donations
 - Obtained and Tested Blood Samples from donors for illnesses.
 - Separated Blood Components for Hospitals.
 - Coordinated with Multiple Different Departments to Ensure Blood Donations were Safe for Transfusion.

Extracurricular Activities

College Possible 2014-2016

- Attend college visits.
- Receive tutoring.
- Learn college skills.
- Revise ACT tactics regularly.
- Attend sessions two hours a day, twice a week.

Muslim Student Association 2014

- Learned more about the religion of Islam.
- Attended sessions 45 minutes a week with a group of 20 students.

QM Impact 2015

- Participated in Highway cleanup efforts.
- Volunteered at Food Shelves and packaged items.

Skills:

- Collaborates with others pleasantly.
- Arrives in a timely manner consistently.
- Active listener and learner.
- Eager to learn new and diverse skills.
- Proficient at Microsoft office and Excel.