

# Qulzum Nafees

(281) 779-1946

Richmond, Texas

qulzi1101@gmail.com

## EDUCATION

**Texas A&M University**, College Station, Texas

May 2027

Bachelor of Business Administration in Management Information Systems

Minor In Sport Management

## EXPERIENCE

**Indus Arts Council**, Houston, Texas

July 2016 – August 2022

*Intern*

- Instructed Urdu language classes of approximately 20 elementary age children
- Organized monitoring of files, attendance and various clerical tasks
- Facilitated event coordination for summer end award ceremony and annual children's theatre performance
- Supervised volunteers and setup tasks at large scale events

**Copy Corner**, College Station, Texas

February 2024 – December 2024

*Customer Service Representative*

- Interacted and assisted clients in need of various printing services
- Took part in finishing work for both personal and large-scale printing jobs
- Collaborated with team members to ensure organization and timeliness of given tasks
- Communicated with customers and corporations about the nature of requested printing jobs

## ACTIVITIES

**Institute for Development & Education of Asian American Leaders**,

August 2023 – May 2025

*Mentor/Public Relations Officer*

- Collaborated with peers to further the voices of Asian American students at Texas A&M
- Expanded and mobilized knowledge of Asian American issues at Texas A&M
- Mentored a small group of AAPI freshmen through their transition to college
- Created twice weekly social media posts regarding events and information
- Mobilized social media platforms to gain reach across the Texas A&M community

## LEADERSHIP

**Muslim Student Association**, HSI-Katy High School

August 2022 – May 2023

*Vice President*

- Facilitated student body meetings of approximately 70 students
- Planned and led organization to compete in Muslim Interscholastic League (MIST)
- Conducted Islamic knowledge events, volunteer efforts, and religious socials

*Co-Founder*

August 2022 – May 2023

- Upsold concept of Muslim Student Association to school administrators
- Mobilized a six person team that brought the association to its full standing as a school recognized organization
- Promoted association to students at the school and gained 70 members in one semester

**National Art Honor Society**, HSI-Katy High School

October 2020 – May 2023

*Design Lead*

- Designed annual club t-shirt that was distributed to members and sold to other students
- Guided team of eight students in execution of backgrounds for school play
- Oversaw design and development of annual school halloween decorations

## SKILLS

- Adept in office technology programs in the Microsoft, Google and Adobe suites of programs
- Easily adapts to new environments with a striking tenacity
- Highly experienced in organizational skills for situations regarding anywhere from twenty to five hundred people
- Proficient in leveraging AI tools for productivity and analysis