**SAHAR JIWANI**

**saharjiwani@utexas.edu• 714 W 22 St., Apt. 113 • Austin, TX 78705 • (832) 221-9419**

EDUCATION

**The University of Texas at Austin**

BSA, Biology

Minor, Business Administration

May 2020

**SHADOWING AND WORK EXPERIENCE**

**Kunik Orthodontics** June 2018-August 2018

• Shadowed the orthodontist and hygienists on different cases

• Learned the intricacies behind several unique, active cases

**Texas House of Representatives***- Legislative Intern*  January 2018-May 2018

• Corresponded with constituents and connected them to beneficial government resources

• Handled specific constituent casework and helped resolve issues they faced

• Scheduled events and maintained the district calendar for the Representative

**Clear Creek High School**- *Public Forum Debate Consultant* August 2016-Present

• Coach a group of high school students in the approaches and intricacies behind Public Forum Debate

• Lecture on topics such as constitutionality, foreign affairs, and domestic issues to inform students about the global landscape

• Prepare briefs with evidence, scholarly articles, and pro and con arguments pertaining to the topics

**Dr. Heather Brown Orthodontics-** *Student Intern* June 2017-August 2017

• Shadowed and assisted the orthodontist and hygienists during several procedures

• Researched procedures to understand the unique methods behind each one

• Practiced several techniques on models such as making molds, changing rubber bands, and bending wires

**Kumon Tutoring Center**- *Math & Reading Tutor* June 2015-July 2016

• Tutored students from kindergarten to 12th grade in different levels of math and reading comprehension

• Tailored lesson plans and teaching methods to each student’s learning style and abilities

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Manos de Cristo*- Sterilization Center***  September 2018- December 2018

• Understood the vast range and functionality of different dental equipment

• Sterilized the equipment continuously as it was being used

• Packaged and sorted all sterilized tools to their appropriate places

**•**

**• Student Health Advisory Committee**- *Advocacy & Policy Committee (2017-2018) Student Ambassador (2016-2017)*

*• Official liaison between the University of Texas Student Body and University Health Services* Spring 2016-Present

• Advocate on behalf of the student body to University Health Services

• Research student concerns about UHS policies and created targeted policies and programs to alleviate those concerns

**•**

**Food Recovery Network**- *Vice President, Volunteer Coordinator*  Fall 2017-Present

• Collect leftover food from cafes on campus and deliver to shelters to prevent food wastage

• Contact university dining halls and local businesses to arrange permanent donation schedules and opportunities

• Increased volunteer membership by 200% in 1 semester

**• Ismaili Muslim Student Association**– *VP Internal Executive Board (2017-2018)* Fall 2016-Present

• Plan and execute activities for each general body meeting

• Assist members of executive board carry out duties in areas of finance, public relations, and community service

**• Texas Pre-Dental Society**– *Member* Fall 2017-Present

• Learn from and network with professionals in the community

• Participate in a broad range of philanthropy events

**Camp Mosaic**– *Logistics Team (2017) Content Team (2016) Counselor (2015)*

*Youth summer camp, subsidiary of Jubilee Monuments Corp, at The Village School* Summer 2014 - Present

• Planned and organized all logistical aspects for the camp serving over 100 participants

• Modified and implemented national content designed to promote critical thinking in camp environment

• Facilitated the learning of 30 participants through 3 core curriculum areas focused on service, leadership, and ethics

**Ismaili Community Engaged in Responsible Volunteering**– *Content Coordinator (2016)*

*Volunteer organization of over 500 members, serving the greater Houston and Austin areas* Fall 2014 - Present

• Volunteer at various community services events bi-monthly

• Market the organization externally to charities and organizations and maintain relations with them

• Planned service events for the year and organized logistics

**ADDITIONAL INFORMATION**

**Computer Skills:** Microsoft Suite, R, Python

**Languages:** English, Urdu (Speak only), Hindi (Speak only)

**Interests:** Biotic Systems Studies, Policy Development and Implementation, Cooking