

SARA AKHTER (she/her/hers)
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EDUCATION

University of California, San Diego — *Bachelor of Science in General Biology*
August 2021 - Present

Moreno Valley College (MVC) — *A.S. in Math and Science, A.A. in Communication, Media and Languages, A.A. in Social and Behavioral Studies, A.A. in Humanities, Philosophy, and Arts with highest honors*

June 2019 - June 2021 ○ GPA: 3.93/4.0

Vista Del Lago High School — *High School Diploma*

August 2017 - June 2021 ○ GPA: 4.2/4.0

EXPERIENCE

Emergency Management Aide • Environment, Health, and Safety at UC San Diego • October 2023 - Present

- Import confidential data entries into the UCSD health system regarding COVID-19 positive students and employees.
- Perform other safety related activities such as walking the campus to become familiar with buildings and locations while also looking at safety hazards, checking emergency phones, etc.
- Transport COVID-19 positive students to isolation housing.

AMF at UCSD Co-Founder & President • Non- Profit Humanitarian Organization • December 2023 - Present

- Co Founded a chapter of Alpha Miracle Foundation at UCSD.
- Responsible for governing the club and overlooking other officers.
- Upholding and enforcing diversity, equity and inclusion throughout the entirety of the organization.

Alpha Miracle Foundation Service Coordinator • Non- Profit Humanitarian Organization • September 2021 - Present

- Coordinate volunteers to assist in health clinics among many shelters both locally and abroad in Mexico
- Assist in the coordination of service opportunities and donation drives in San Diego
- Bring awareness in many aspects through publicity of social media and designing graphics for the volunteer events.

VP Recruitment Information • Alpha Chi Omega at UC San Diego • August 2022 - December 2023

- Alpha Chi Omega is an organization that strives to spread awareness of domestic violences, helping educate others to bring awareness and supporting those in many aspects.
- Show inclusivity and provide a welcoming environment to recruit new members.
- Coordinates and leads philanthropic recruitment events.

Catering Admin Assistant • HDH Administration Building at UC San Diego • August 2022- October 2023

- Event coordinator for catering events and help plan the events through catering assistants.
- Provide customer support and assist in identifying important problems to help form a strategy to solve.
- Demonstrates integrity, honesty, dependability/ethical responsibility, and accepts direction and personal accountability.

SKILLS

- Speaking proficiency in Bangla
- Years of customer service experience
- Capable of working in both team - oriented and self
- Proficiency in computerized applications such as Microsoft

COMMUNITY SERVICE

- Volunteer in Health Clinics
- Street Corner Care
- Special Needs Services
- Caregiving

CERTIFICATIONS

- CPR, AED, Trained Crowd Manager, Stop the Bleed Trained