

# Zeinab Hachem

Detroit, MI

zhachem47@gmail.com | 734.773.7199 | www.linkedin.com/in/zeinabhachem

## EDUCATION

**Wayne State University, Mike Ilitch School of Business**

**Detroit, MI**

*Bachelor of Science in Business Administration*

*May 2028*

**Major:** Marketing

**GPA:** 3.89

**Minor:** English

## EXPERIENCE

**Phoenix Law**

**Livonia, MI**

*Legal assistant/receptionist*

*June 2024 – Present*

- Coordinate the preparation and submission of legal documentation to trustees for §341 meetings, ensuring compliance with bankruptcy court deadlines
- Manage client payment processing and account tracking, recording all transactions and maintaining accurate financial records
- Draft legal documents such as Affidavits and Domestic Support Obligation (DSO) forms for client review and signature
- Facilitate client communication by acting as a liaison between attorneys and clients, ensuring all legal steps are clearly explained

**Xuereb Law Group/ Phoenix Law**

**Livonia, MI**

*Intern*

*Jan 2024 – May 2024*

- Observed depositions and court hearings, gaining firsthand exposure to legal procedures and trial preparation strategies
- Filed and organized case documents, pleadings, and discovery materials to support litigation teams
- Assisted attorneys during client appointments by preparing intake materials, taking notes, and verifying accurate documentation.
- Monitored case deadlines and updated internal tracking systems to assist attorneys with docket management and scheduling

**Ackwati Tutoring**

**Dearborn, MI**

*Tutor*

*May 2020 – Aug 2020*

- Instructed students aged 7–10 in English and Math, adapting lesson plans to match individual learning styles and academic levels
- Monitored academic progress and adjusted teaching strategies to address learning gaps and improve overall performance
- Collaborated with fellow tutors and staff to align instructional approaches with curriculum standards and best practices
- Created a supportive learning environment that encouraged student confidence, curiosity, and independent problem-solving

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

**National Student Leadership Conference**

**San Francisco, CA**

*Student*

*July 2023*

- Collaborated with peers to analyze psychological case studies and present findings on behavioral and cognitive phenomena
- Engaged in hands-on neuroscience workshops, including EEG and brain dissection, to explore the biological basis of behavior.
- Led the development and presentation of a research project on ADHD in women, emphasizing clinical challenges

**Tutoring Program**

**Livonia, MI**

*Tutor*

*Jan 2023 – Apr 2023*

- Tutored a classroom of 25 students in introductory French, reinforcing vocabulary, pronunciation, and basic grammar concepts
- Developed and led interactive activities to support lesson objectives, making language learning fun, engaging, and memorable
- Adapted explanations and materials to fit varying student learning styles and language proficiencies using visuals and repetition

**Other Affiliations:** WSU Middle Eastern and South Asian Business Club - Treasurer, WSU Justice Corps, WSU Women in Business, WSU Bridge, Arab Women United

## OTHER SKILLS & INTERESTS

**Computer:** Intermediate proficiency in Microsoft Suite and Google Workspace, Jubilee

**Language:** Fluent in Arabic

**Interests:** Creative Writing, Gothic Fiction, Greek Mythology, Playing the Violin, Visual Editing for Digital Content