### XXXXXXX

Mobile: (123) 456-7890 - Email: email@soka.edu

### **Summary of Qualifications:**

Founded a NGO that promotes mental health awareness. Led 40 people of coaches, organizers, and speakers aged between 19-50 from different backgrounds. +7 years' experience in organizing events and logistical work, and +3 years' experience in project management.

#### **Education:**

SOKA University of America, Aliso Viejo, CA Bachelor of Liberal Arts GPA: 3.78 Date of Expected graduation May, 2022

# **Relevant Course work:**

<u>Languages:</u> Spanish (Native) – English (fluent) – Japanese (beginner)

#### **Achievements:**

- Curated Conference attended by 500 people
- Developed a coaching methodology for speakers and trainings for coaches from scratch
- · Supported 80 people and connected them with different needed resources through WJDAN
- Created a Psychiatrists network to support WJDAN attendees

## **Leadership Experience:**

# Founder and President SOKA University of America

9.2019-Present

Student Association (SA)

- · Responsible for the direction and leadership of the organization, set the agenda of the SA
- · Connect with MSA's in other universities, coordinates Islamic and interfaith events
- · Supports students and all minorities on campus

#### **Resident Assistant** SOKA University of America

7.2019-Present

- Support Residents and Offer Residents any needed resources
- · Build and create a sense of community for Residents
- Take care of the community, enforce the policies, administrative work

#### Class President SOKA University of America

7.2019-Present

- Chief officer of class of 2022, preside over all class committees and meetings
- Work with the Executive council on Academic affairs related to our class
- · Co-administer finances for the class senate fund, prepare/propose fiscal year's budget
- Co-supervise all class senate standing committees
- Responsible for the general welfare of the class

**Founder** 9.2017-3.2018

WuTang, Cleveland, Ohio

- Set the vision and mission and drove the culture of the organization
- Planned workshops and managed the operations
- · Represented the organization and ensured the correct practices are met
- Listen to people and connect them with Psychiatrists

#### Media Coordinator and Stage Host

10.2017-8.2017

World Robotics Olympics, Lisbon, Portugal

- · Gathered media contacts and followed up with them
- Hosted the Semi-final and Final Competition

### **Program Director Assistant**

MASS Los Angeles, CA

- · Organized interviews and moderated discussions
- · Translated texts and Facilitated the research of the artists

#### **Program Director**

3.2013-3.2014

1.2016-11.2016

STAND UP, Aliso Viejo, CA

- Set completions criteria and developed competition system
- · Interviewed and selected competitors and facilitated interviews and meetings and curated the event

# **Work Experience:**

## **Production Assistant for Production Manager**

1.2019- Present

Performing Arts Center, SOKA University of America

- · Set the stage
- · Work as Stage crew
- Responsible for Sound system
- · Operate the camera
- · Assist with lighting

## Administrative Assistant for Production Manager

9.2018-1.2019

Performing Arts Center, SOKA University of America

- Filed Invoices and Archived Drives
- Fulfilled the hospitality of the Artists

#### Summer STEM School Instructor

7.2017-9.2017

Ideas Gym, Miami, FL

- Developed curriculum for children aged between 3-6
- Instructed the children

#### Summer STEM School Instructor Assistant

6.2014-9.2015

Ideas Gym, Miami, FL

Assisted the main instructor in developing the curriculum and in instructing them

#### Marketing Committee member

3.2012-2.2013

STAND UP, New York, NY

- Created Facebook page content and
- Did offline marketing in schools

### **Learning Clusters**

#### Student

Sabah, Malaysia

• Travelled to Malaysia for two weeks as part of a one month program to study "The indigenous development in Asia"