

**Name**

Address – Email – Phone – [LinkedIn Profile](#)

---

**EDUCATION**

**State University of New York at Geneseo**, Geneseo, NY Expected May 2018  
Bachelor of Arts in Political Science (GPA: 3.54)  
Minor: Public Administration

**Study Abroad:** Barcelona, Spain Fall 2015

---

**RELATED WORK EXPERIENCE**

**International Rescue Committee**, New York, NY June 2017-August 2017  
Immigration Intern

- Respected and upheld client confidentiality when handling sensitive documents, as well as, advising clients with petitions for citizenship and green cards
- Completed federal forms on behalf of clients and ensured that forms were delivered to United States Citizenship and Immigration Services (USCIS)
- Translated from Arabic to English for different departments within the organization
- Conducted outreach to refugees and other immigrants in need of assistance with immigration matters
- Maintained up to date client data in online immigration database
- Assisted the team with tracking, filing and maintaining relevant documents

**NYS Division of Human Rights**, Rochester, NY January 2017-May 2017  
Human Rights Intern

- Interviewed clients during the intake process and documented the information provided
- Researched anti-discrimination law and conducted data analysis on related cases
- Drafted investigation reports and reviewed legal documents

---

**ADDITIONAL EXPERIENCE**

**Political Affairs Club**, SUNY Geneseo, Geneseo NY August 2016-Present  
Treasurer

- Prepare and manage the club's budget each semester
- Create a fundraiser for the annual Washington DC trip

**Department of History**, SUNY Geneseo, Geneseo, NY September 2016-May 2017  
Teaching Assistant (American Politics, PLSC 110)

- Assisted the professor with grading student's assignments
- Facilitated review sessions for the midterm and final exam each semester
- Held office hours once a week to provide one-on-one help to students

**Skills:** Microsoft Word, PowerPoint, Excel, Adobe Photoshop

**Language:** Arabic (Fluent) Spanish (Proficient)