

EDUCATION

Dearborn High School, Dearborn, Michigan

- High school degree, 2010
- Top twenty graduate
- GPA: 4.20

Henry Ford Community College, Dearborn, Michigan

- Prerequisites, 2009–2010
- Cumulative GPA: 3.87

University of Michigan – Dearborn, Dearborn, Michigan

- Bachelor of Arts, Political Science and History, 2014
- Minor Degree, Arabic Studies, 2014
- University Honors College Student
- Cumulative GPA: 3.67

PROFESSIONAL EMPLOYMENT EXPERIENCE

Bodman PLC Law Firm, Detroit, MI

Legal File Clerk, April 2012 – August 2013

- Assisted attorneys in daily document retrieval and creation.
- Organized and recorded locations of thousands of client files necessary for effective business practices.
- Filed case pleadings and correspondence for more than 10 attorneys within the Individual Clients Practice Group.

University of Michigan – Dearborn, Dearborn, MI

University Center Ambassador, January 2013 –Present

- Served as an official representative of the University within the student center.
- Handled all guest inquiries and phone calls.
- Trained new hires on University information.

University of Michigan – Dearborn, Dearborn, MI

Honors Office Assistant, January 2013 –Present

- Assisted the directors of the University Honors Program and University Writing Center with daily tasks.
- Handled all student inquiries and phone calls.
- Organized and filed thousands of student placement exams.

University of Michigan – Dearborn, Dearborn, MI

History Department Research Assistant, April 2013 –Present

- One of two research assistants for the Arab American Studies Department.
- Conducted several oral history interviews with prominent local community officials.
- Transcribed both English and Arabic spoken interviews for University Library archives.

Henry Ford Village Retirement Community – St. Clair Dining Room, Dearborn, MI

Hostess, May 2008 –Present

- Supervised staff during daily dining shifts.
- Handled all resident needs and reservations.
- Accommodated guests, business officials, and family members with their dining experience.

LEADERSHIP POSITIONS

University of Michigan – Dearborn Student Government, Dearborn, MI

President, April 2013 – Present

Director of Public Relations, April 2012– April 2013

Senator, November 2010– April 2012

- Elected as the representative of over 9,000 students to serve on behalf of their issues and concerns.
- Successfully campaigned and won one of the most highly contested elections in University history.
- Presided over 60 Student Government Senators and Fellows to ensure that students' voices were heard.
- Served as the sole student member on the Faculty Senate and as a member on the University Planning Committee – Vision 2020.
- Successfully lobbied University Administration to increase funding for wireless internet and library improvements.
- Held monthly meetings with Senior Administration Officers to express views and opinions of the student body.

Political Science Association, University of Michigan – Dearborn, Dearborn MI

President, April 2013–Present

Vice President, May 2012–May 2013

Recognized Member, November 2011– May 2012

- Raised bi-partisan political awareness of students across campus.
- Brought State Representatives, State Senators, a US Attorney, and a Michigan Supreme Court Justice to speak at informational events.
- Facilitated positive political discussion among students with a wide range of ideologies.

American Red Cross Organization, University of Michigan – Dearborn, Dearborn MI

External Liaison, April 2012– Present

Secretary, November 2010 – April 2012

- Served as the official representative between Southeast Detroit American Red Cross chapter and University chapter.
- Hosted several blood drives and CPR certification courses throughout the year.
- Raised thousands of dollars for victims of natural disasters over the years.

Friends to Elect David Knezek for State Representative, Dearborn Heights, MI

City Organizer, January 2012– November 2012

- Handled all community outreach events and receptions within the district.
- Obtained fundraising donations and gifts.
- Knocked over 2,000 doors and made hundreds of phone calls to help elect current State Representative David Knezek into office.

The Office of State Representative Rashida Tlaib, Detroit, MI

Intern, July 2013 – Present

- Directly assisted Representative Tlaib with issues at her Neighborhood Service Center District Office.
- Helped constituents with community issues in the office and over phone inquiries.
- Drafted memos, letters, and statements on behalf of Representative Tlaib.

HONORS AND AWARDS

University of Michigan– Dearborn

- Maize and Blue Scholarship Recipient (\$8,000/4years) , 2010–Present
- University Honors College Student, 2010–Present
- Leadership Synergy Award Recipient, 2013
- Emerging Leader Award Recipient, 2012
- Barnes & Noble Book Scholarship Recipient, 2012

ACADEMIC APPOINTMENTS

University of Michigan–Dearborn, Dearborn, MI

- Faculty Senate Committee, *Student Representative*, 2013–Present
- Parking and Transportation Committee, *Student Representative*, 2013 – Present
- Safety Oversight and Advisory Committee, *Student Representative*, 2013– Present
- Vision 2020 Planning Committee, *Student Representative*, 2013–Present
- Learning Management System Steering Committee, *Student Representative*, 2013–Present
- New Student Housing Steering Committee, *Student Representative*, 2012– Present
- Commencement Speaker Selection Committee, *Student Representative*, 2012–Present
- College of Arts, Sciences, and Letters Grievances Committee, *Student Representative*, 2012–Present

PUBLIC SPEAKING ENGAGEMENTS

University of Michigan – Dearborn New Student Convocation, 2013

- Provided examples and stories of student life on campus to help motivate new students to be successful.

University of Michigan – Dearborn New Student Housing Ribbon Cutting, 2013

- Addressed the monumental changes our University has undergone and the new exciting prospects of on-site housing.

University of Michigan – Dearborn May Regents Meeting, 2013

- Addressed and welcomed University of Michigan Board of Regents to the Dearborn campus on behalf of the student body.

University of Michigan – Dearborn First Annual Administration, Faculty, Staff Appreciation Reception, 2013

- Welcomed attendees and introduced keynote speaker, College of Arts, Sciences, and Letters Dean Martin Herschok.