

# Fatima Y. Abdallah

fyabdall@umich.edu

## EDUCATION

**The University of Michigan- Dearborn**, Dearborn, MI

*Bachelor of Business Administration*, Major: Finance, Minor: Political Science

Expected: December 2017

Overall GPA: 3.95

**The Washington Center**, Washington, D.C.

Law and Criminal Justice Track

May 2016- August 2016

## PROFESSIONAL EXPERIENCE

**U.S. House of Representatives Office of Rep. Debbie Dingell**, *Congressional Intern*, Dearborn, MI

July 2017- Present

- Draft letters for constituents requesting congressional support for immigration appeals to foreign embassies
- Assist with constituent casework and research for 12<sup>th</sup> district-based projects using Fireside Database
- Contributed research to legislative staff in the areas of: Domestic Abuse Awareness, Immigration, Veterans' issues and Women's Rights
- Attended seminars, committee meetings, legislative sessions etc. and authored briefs summarizing these meetings

**University of Michigan Dearborn**, *Teacher Assistant*, Dearborn, MI

April 2016- Present

- Plan and implement classroom core curriculum and instructive programs for Accounting and Project Management students
- Maintain records, grade assignments, quizzes and exams, while also compiling various reports on student progress

**U.S. Department of State**, *Intern, Office of Civil Rights*, Washington, D.C.

May 2016- August 2016

- Assisted in EEO mediations, which provide a confidential environment that promotes a fair and neutral creative resolution to ultimately provide a win-win situation for both parties
- Revamped the evaluation process for the Alternative Dispute Resolution (ADR) team with a physical and digital survey
- Created a fiscal budget spreadsheet to show the effectiveness of ADR in terms of reducing stress, monetary expenses, and benefits

**The University of Michigan- Dearborn**, *Student Ambassador*, Dearborn, MI

August 2015- April 2016

- Assisted the University Unions & Events team with facilitating events, maintaining building security, and set-up and troubleshoot with audio-visual equipment to ultimately provide a welcoming atmosphere for guests and students

**Park Pharmacy**, *Technician*, Grosse Pointe Park, MI

May 2013- August 2015

- Prepared online prescriptions, reorganized medications by brand name to facilitate easy location of drugs, and trained new employee technicians

## EXTRACURRICULAR ACTIVITIES

**Arab American Democratic Caucus**, *Member*

January 2016- Present

- Improve public relations with elected officials and government representatives by hosting annual town halls, debates, and other events to increase political involvement in our community
- Increase the number of registered voters in community by hosting voter registration drives

**Student Government**, *Senator/Chairwoman of Health & Wellness Committee, Webmaster*

May 2014- May 2016

- Hosted the annual Health and Wellness Fall Field Festival while incorporating a Farmers Market to support organic Michigan agriculture
- Hosted annual Yoga sessions, Painters Therapy Art Event, and worked with MHealthy to promote student health on campus
- Developed and maintained the Student Government website using WordPress programming and implemented key features such as the news page and blog posts

**Golden Key International Honor Society**, *President*

November 2014- January 2017

- Revived UM-D's society chapter
- Hosted events that promoted networking, career development, community service, and leadership
- Completely revamped the executive board of the organization to retrain & appoint students for future roles and responsibilities

**Arab Student Union**, *Director of Community Relations*

May 2014- January 2016

- Coordinated fundraising for all events, completed reimbursement forms, distributed checks, attended all bi-weekly meetings, and planned the annual "Empowering the Youth" Banquet

## VOLUNTEER EXPERIENCE

**Abdullah Hammoud Democrat for State Rep Campaign**, *Volunteer*, Dearborn, MI

January 2016- May 2016

- Collected voter responses and information and logged them in VAN
- Discussed talking points, messaging, and branding for candidate and campaign

**True Nature Education Service Trip**, *National Society of Leadership and Success*, San Jose, Costa Rica

July 2015- August 2015

- Volunteered to donate/locate supplies to the local elementary school in La Fortuna and also created a shelter for monkeys at the Kids Saving the Rainforest Sanctuary

**UM Dearborn Academic Hearing Board**, *Student Representative*, Dearborn, MI

November 2014- February 2016

- Gathered information, held formal inquiries, determined if misconduct occurred, and submitted findings and recommendations for sanctions to the Dean

## AWARDS/HONORS

2018 UM- Dearborn Difference Maker Award

2017 University of Michigan- Dearborn Student Commencement Speaker

2017 Beta Gamma Sigma Honors Society Membership

2017 University of Michigan-Dearborn Chancellor's Medallion Candidate

2015 National Society of Leadership and Success National Engaged Leader Award

2014 Dearborn High School Valedictorian