

ZAMEENA JIVRAJ

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EDUCATION

Adelphi University Bachelors in Communication Sciences and Disorders, GPA 4.0	Garden City, NY May 2022
Al Muntazir Islamic Seminary Cambridge International Examinations, Advanced Level/Three A*, GPA 4.33	Dar es Salaam, TZ June 2015

PROFESSIONAL EXPERIENCE

Hussayni Madressa Girls Section <i>Instructor</i> • Compiled lesson plans and taught a class of 25 students about ethics in Islam • Trained a total of 20 to 24 students to read the Koran in Arabic each year • Improved the recitation level of the Koran from beginner to intermediate of 4 children each year • Proctored the class during examinations • Earned certificates in Neuropsychology of Learning and Teaching skills by participating in training programs	Dar es Salaam, TZ Aug 2014 – May 2018
Madressa Sadiq <i>Instructor</i> • Trained 20 students per day, on a one-to-one basis, to read the Koran in Arabic • Taught Arabic alphabet recognition to a child with autism	Dar es Salaam, TZ Jan 2017-June 2018

LEADERSHIP AND INVOLVEMENT

National Student Speech and Language Hearing Association, Adelphi University <i>Member</i> • Set up tables for Brain Injury Awareness, Autism Awareness, and American Heart Association Bake Sales • Engaged in art and craft activities with adults at a senior living home • Participated in the Audiology Patient Choice Act initiative • Attend weekly meetings to discuss events aimed at improving students' professional skills and life on campus	Garden City, NY Sept 2018-Present
Muhimbili University of Health and Allied Sciences <i>Class Representative</i> • Received class notes from the professor and sent them to 400 students • Communicated with students about program logistics, such as, changes in class timings, venue and examination format • Communicated students' opinions to the professor	Dar es Salaam, TZ Aug 2016-Apr 2017
Khoja Shia Ithna-sheri Mosque <i>Volunteer</i> • Provided services to rescued victims after the collapse of a building in the city • Served food and drinks after every community event • Handled the media and public address system • Trained children in poetry singing for the community's annual events • Volunteered in fund-raising programs • Represented my community in international Koran competitions • Engaged in art and craft activities with students at Heaven of Peace Children's Home	Dar es Salaam, TZ Sep 2013-Jun 2018

PROFESSIONAL DEVELOPMENT

Leadership Certificate Program, Adelphi University • Participate in workshops that focus on topics such as using positive psychology to build effective teams, technology in the professional world, learning agility, etiquette dinner, nonprofit leadership, and getting involved on campus	Sept 2018-Present
Women's Leadership Certificate • Attended a conference that discussed topics such as leading with optimism and resilience, defining your personal brand, establishing yourself as a leader, and job search series	Oct 2018

SKILLS

Computer: Proficient in Microsoft Office Word, Excel and PowerPoint

Language: Swahili (fluent), Gujarati (fluent), Kutchi (fluent), and Hindi (intermediate)

