

FAATEMA HASIB

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SUMMARY

To obtain a job where I can apply my abilities and experience, as well as gain the opportunity to increase my level of responsibilities, professional growth, and efficiency.

SKILLS

- Communication skills
- Microsoft Office
- Flexible schedule
- Time management and stamina
- Detail-oriented and self-motivated
- Friendly and outgoing
- Problem-Solving
- Verbal and written communication

EXPERIENCE

Project lab collaborator (influenza and Ebola virtual exhibition enhancement)

Georgia State University, Atlanta, GA | August - present

- Collaborating with the CDC museum on a project to enhance the influenza and Ebola virtual exhibition.
- Contributing to the development of interactive and engaging content for a wide audience.
- Managing the social media aspect of the project, ensuring effective communication and engagement.

Caregiver

Visiting Angles of Covington | Covington, GA | Feb 2021- Jan 2023

- Served as a companion to clients, providing emotional support and assistance with daily tasks.
- Transported clients to and from appointments, errands, activities, etc.
- Managed medication administration and maintained accurate records.
- Prepared meals according to dietary requirements.
- Demonstrated exceptional interpersonal skills, including patience and active listening.

Front Desk Agent

Savannah Lodging | Savannah, GA | Apr 2018-Nov 2020

- Managed customer complaints and rectified issues to complete satisfaction.
- Posted charges, updated accounts, and issued bills to departing guests.

- Monitored reservations to track incoming parties and special events.
- Coordinated with internal departments to handle a wide range of guest needs.
- Enhanced guest satisfaction by answering inquiries about business operations and policies, resolving concerns, and developing creative solutions to guest concerns.
- Stayed current on local attractions and special events to help guests with entertainment options.

Pre- K Teacher

Sunbrook Academy at Luella | McDonough, GA | Feb 2021- Aug 2021

- Established and enforced rules of behavior for children in the classroom.
- Provided for the basic needs of children.
- Created a stimulating learning environment with age-appropriate tools and resources.
- Adapted teaching methods and materials to meet the interests and learning styles of children.
- Developed and maintained positive relationships with children and parents.
- Managed classroom activities, including lessons, play, breaks, and meals.

EDUCATION AND TRAINING

Bachelor of Science: Biological Science (Current)

Georgia State University | Atlanta, GA

EL Integrated Civic Hospitality Foundations

Savannah Technical College | Savannah, GA | Mar 2018

CERTIFICATES AND HONORS

- PH555x: Improving Global Health: Focusing on Quality and Safety from an online learning initiative of Harvard University
- Conover Workplace Readiness Assessment
- Perfect Attendance Award
- Best Exceptional Education Student
- Dean's list