

Aziza Ahmed

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EDUCATION

University of Vermont (UVM), Burlington, VT

Expected May 2017

Bachelor of Arts in History

Honors: Dean's List, National Society of Collegiate Scholars, Green and Gold Scholar

LEADERSHIP EXPERIENCE

Vice President of Recruitment, Sigma Phi Epsilon Fraternity, UVM Chapter

2015-Present

- Manage all aspects of recruitment, including organizing information sessions and other events
- Coordinate with other Greek letter organizations on campus for formal recruitment process
- Guide new students through recruitment and participate in Greek Life outreach efforts to students and families

Orientation Leader, Student Life, UVM

Summers, 2014-Present

- Lead admitted students and families through an intensive UVM orientation experience
- Communicate knowledge of UVM and campus life to help prepare students to transition to UVM
- Facilitate conversations with admitted students around diversity, inclusion and social justice

After School Program Volunteer Coordinator, YMCA, Burlington, VT

2014-2016

- Recruited, trained and supervised volunteers for middle-school after-school program
- Coordinated volunteer schedules to ensure adequate staffing coverage
- Managed background check process with YMCA and school district staff
- Provided tutoring through Homework Club

Resident Assistant, Department of Residential Life, UVM

2014-2015

- Served as peer advisor, mentor, and educator to 40 residents
- Developed tailored educational events and service opportunities for students
- Supported students in resolving conflicts; facilitated healthy and supportive community development; consistently communicated expectations and confronted policy violations
- Implemented appropriate crisis response protocols; documented, referred, and followed up on resident concerns

ADDITIONAL EXPERIENCE

Office Assistant, Career Center, UVM

Academic Year, 2013-Present

- Provide customer service to students, employers and alumni; greet visitors, answer phones and schedule appointments
- Perform data entry in online recruitment system
- Assist with special events and other duties as needed

Server, The Daily Planet, Burlington, VT

Summers, 2013-2016

- Provided excellent customer service in fast paced dining environment
- Worked as a team with kitchen and wait staff to ensure a seamless experience for diners

ACTIVITIES AND INTERESTS

• **Hearing Officer**, Peer Judicial Board, UVM

2015-Present

• **Member**, Ski and Snowboard Club, UVM

2013-Present

• **Member**, Club Soccer, UVM

2013-2015