

Sahar Qurbani

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Objective:

Dedicated and enthusiastic professional with a keen interest in the Marketing Manager position for Qalam Institute. As a highly motivated and driven individual with a strong passion for Islam, marketing, nonprofit organizations, effective communication and working with diverse populations, I believe my experiences as a University Internal Communications Analyst and Ambassador, University Coordinator of Global Programs, Chiropractic Office Medical Assistant and Receptionist, and Volunteer coupled with my proficiency in working with my community, databases, office operations, information systems, and social media platforms, will make me a valuable asset to the Qalam team.

Education:

Bachelor of Arts (B.A.) in Psychology

California State University, Stanislaus

Skills:

- Administrative work: Helping with administrative tasks such as organizing events, managing schedules, coordinating volunteers.
- Language skills: Some fluency in Spanish.
- Interfaith Dialogue: Facilitating interfaith discussions or events to promote understanding and harmony within the community.
- Communication: Excellent verbal and written communication skills, facilitating effective interactions with students, faculty, and staff. Proficient in active listening and building rapport with diverse individuals.
- Academic Advising: Familiarity with academic policies, curriculum requirements, and degree planning. Ability to assist students in course selection and develop personalized academic plans.
- Problem solving: Strong critical thinking abilities to identify challenges, evaluate options, and implement solutions for academic and personal success.
- Technology: Proficient in using Microsoft Office, Teams, Canva, Word, Excel, Radius, PeopleSoft, along with educational software to manage records, analyze data, and streamline advising processes.
- Social Media Marketing: Proficient in leveraging various social media platforms to create engaging content and foster an active online community.

- Event Planning: Adept at organizing and coordinating events, ensuring smooth execution and high attendee satisfaction.
- Attention to detail: Exceptional attention to detail, ensuring accuracy and precision in all tasks and responsibilities
- Fast Learner: Proficient at rapidly acquiring new skills and knowledge to meet evolving job requirements
- Customer Service: Exceptional customer service skills and working with diverse populations.

Experience:

Coordinator of Global Programs | Feliciano School of Business, Montclair State University - Montclair, NJ

- Provide support to diverse undergraduate business students, assisting with Study Abroad application assistance, financial aid, and course registration.
- Conduct one-on-one advising appointments tailored to individual students' needs, fostering a supportive and engaging environment.
- Collaborate with faculty and staff to develop and implement student study abroad programs, promoting effective Faculty-Led and Exchange programs.
- Maintained accurate records of advising appointments, progress, and student feedback to monitor and evaluate the effectiveness of advising sessions.
- Participated in weekly meetings for professional development and strategy building around the first-year student issue.
- Collaborated with the university International Academic Initiatives office directing and connecting students to respected study abroad programs, academic support services, and responding to student course concerns.
- Work with the MBA office and planning two yearly international trips for the business masters students.
- Work, collaborate, and meet with international institutions around the globe, gain contracts, and partner with global business schools.

Medical Assistant and Receptionist | Valley Chiropractic Center - Mountain House, CA

- Managed front desk operations, including greeting patients, scheduling appointments, and answering phone calls.
- Verified insurance coverage and coordinated insurance billing, ensuring accurate and timely processing of claims.
- Worked closely with patients, providing excellent customer service, addressing inquiries, and facilitating a positive experience.
- Assisted chiropractors with patient care, including preparing treatment rooms, taking patient histories, and documenting patient information.
- Maintained medical records and ensured compliance with HIPAA regulations for patient confidentiality.

- Managed the doctors' schedules, coordinating appointments, meetings, and administrative tasks to optimize efficiency.

Leadership Experience:

University Student Ambassador & Communications Analyst Assistant | California State University - Turlock, CA

- Represented the university during campus tours, information sessions, and recruitment events, showcasing academic programs and campus resources to prospective students and families.
- Assisted in the planning and execution of orientation programs for new students, facilitating their transition to college life, and providing guidance on academic requirements.
- Collaborated with the department marketing team, planning and conducting strategic social media and marketing content, overlooked and created the department marketing calendar.
- Facilitated biweekly marketing meetings with the department, discussed direction and communication plans for the University.
- Served as a peer mentor, offering guidance and support to incoming students, promoting a smooth integration into the university community.
- Assisted the department Communications Analyst with enrollment packets and university materials requests.
- Provided communicative emails to prospective students inquiring about questions regarding the university.
- Collaborated with the university's marketing and communications team to plan and execute events and content creation, resulting in increased engagement and participation from students and the community.
- Spearheaded various initiatives to promote campus activities, programs, and achievements, contributing to a significant rise in university visibility and brand awareness.

Volunteer Experience:

Volunteer - All4114All | Stockton, California

- Engaged and helped organize homeless feeds in the less fortunate areas of Stockton, California
- Prepared sandwiches and lunch bags
- Organized all volunteers to each location
- Split up tasks between volunteers

Volunteer - Islamic Center of Passaic County (ICPC) | Clifton, Paterson, and Prospect Park, New Jersey

- Helped organize and set up Iftar and Suhoor during Ramadan
- Assisted during Taraweeh prayer (passing out water, assisted with kids, etc.)
- Helped decorate both ICPC Clifton, Paterson, and Prospect Park campuses
- Contracted vendors to organize Iftar and Suhoor meals

President of the Peer Health Education Program | California State University, Stanislaus - Turlock, CA

- Engaged in community service initiatives, contributing to the educational development and well-being of our student population.
- Assisted in organizing and conducting meetings, workshops, and outreach opportunities on the overall health and wellness of college students.
- Mentored students on personal growth and maintaining a healthy lifestyle while attending college, providing resources related to overall health and wellness, and fostering guidance on goal setting.

Certification and Training

Mental Health First Aid Certification - Adults

Procurement Training