

**EXPERIENCE****Bookstore Clerk at Muslim Community Association Bookstore**

March 2024 – Present

- Handling book orders from publishers and distributors, keeping inventory levels in check
- Ensuring all cash receiving, and shelving of books is done in an orderly manner
- Maintaining relationships with publishers and authors to promote new titles

**Homeroom Teacher at Bamrec Preschool**

September 2023 (temporary position)

- Designed and implemented age-appropriate lesson plans and activities
- Facilitated engaging and interactive learning experiences for the children
- Regularly observed and assessed each child's progress and development, kept detailed records of their milestones and learning achievements
- Collaborated with other staff to create cohesive and supportive learning environments for all students

**Community Engagement Coordinator at Council on American-Islamic Relations at the San Francisco Bay Area Office (CAIR-SFBA)**

October 2022 – May 2023

- Provided tailored outreach and community engagement to culturally-diverse communities of the SFBA, including organizing staff schedules accordingly
- Developed and maintained relationships with community stakeholders
- Engaged in online and in-person marketing and promotional activities
- Leadership activities including recruitment, training and supervision of volunteers
- Assisted in strategy development, event planning, and delivery of CAIR-SFBA programs for various departments, including fundraising galas, political education programs and interactive workshops

**Junior HR Generalist at Naprotek, LLC**

April 2021– October 2022

- Performed administrative duties, such as maintaining employee database for 100+ employees and scheduling yearly or bi-yearly trainings
- Maintained proper records of employee attendance and leave
- Assisted HR Director in policy formulation, hiring and salary administration
- Submitted online job postings, scheduled job interviews
- Coordinated orientation and training sessions for new employees
- Ensured smooth communication with employees and timely resolution to their queries
- Medical insurance, reconciling monthly bills, handling claims and new enrollments, handling yearly renewals for open enrollment
- Assisted with payroll on Paychex Flex, wrote the company's first SOP for payroll, and trained others with it
- Member of the safety committee team

**Manufacturing Trainee at Naprotek, LLC**

October 2020 – April 2021

- Ran circuit board washing machine, delivered boards to next assigned process
- Lead on completing Aerospace First Article Inspection forms (AS9102), wrote the company's first AS9102 SOP and trained others on the process

**Teacher Assistant at Rawdat El Fayhaa Summer Camp**

June 2019 – August 2019

- Responsible for supervising and assisting 25 children (ages 4–5)
- Guided children to different classrooms, helped children complete activities, maintained discipline and safety in classroom and on fieldtrips

**Volunteer at Fayha Choir**

May 2017 and December 2018

- Assisted in the translation of the SAWT album booklet (from Arabic to English)
- Organizer at international festivals, ushered choirs and arranged meal orders for 5 choirs

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**EDUCATION****Mission College (Winter 2021 – Fall 2024)**

- Associate Degree in Liberal Arts (focus in Natural Science and Math)
- Associate Degree in Liberal Arts (focus in Social Behavioral Sciences)

**Lebanese University (Tripoli Campus)**

- Completed 1st year undergraduate units in chemistry, physics, math, anatomy, histology

**Rawdat El Fayhaa High School**

- Attained the Lebanese Baccalaureate (US High School Diploma equivalent)
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NAPROTEK™

September 28, 2022

To whom it may concern,

It is my absolute pleasure to recommend Noor Lazkani for a position with your company.

Noor worked under my supervision and began her duties in the Human Resources Department as an Intern Trainee October 2020 and in a noticeably brief period learned various aspects of duties as a Human Resource Administrator. She is a very quick learner who takes the initiative to perform her duties efficiently.

I thoroughly enjoyed my time working with Noor and came to know her as a true asset to our organization. Noor is honest, dependable, smart, and incredibly diligent. Beyond that, she is an impressive professional who is consistent in her job performance.

Noor is a very caring person who is strong in her values. She is very attentive and her ability to follow through in her tasks is very impressive. Along with her undeniable talent, Noor has always been an absolute joy to work with. She is a true collaborator, and always manages to foster positive attitude.

Noor is a high contributor and surely will be in any organization she becomes a part of. Without a doubt, I confidently recommend Noor Lazkani to join your team at your company as a dedicated and knowledgeable employee and an all-around great person. I know that she will be a beneficial addition to your organization.

Please feel free to contact me at 408-830-5024 should you like to discuss Noor's qualifications and experience further. I would be happy to expand on my recommendation.

Best wishes,

Armando Aguilar, MHRM  
Human Resources Director