

Experience

Board Member, Promise for Relief and Human Development

Chicago, IL — 2011-Current

Accomplishments

- Project proposals and oversight of individual committees [medical, orphans, refugee, food assistance].
- Dispute settlement between members
- Drafting and revising of corporate bylaws
- Filing and receiving 501c3 status
- Filing Articles of Incorporation
- Partnering with other non-profits on regional projects
- Led team members in the transfer of all financial documentation from hard copies to electronic records. Managed an internal financial audit of organizational activities from 2012-2020.
- Primary liaison with organization attorney/legal representation, accounting firms, attorney general, and program administrators inside Syria.

Secretary, Promise for Relief and Human Development

Chicago, IL — 2011-Current

Recorded minutes of weekly general body meetings and board meetings. Responsible for verifying bylaws, resolutions, and corporation documents. Drafted various letters and grant agreements in accordance with corporation bylaws.

Drafted grant proposals for education program funding. Prepared electronic presentations for fundraising and marketing purposes. Prepared documents for financial auditing and tax purposes. Led rebranding campaign for PRHD 2017 including website, logo, and social media campaign design. Translated and prepared multiple project proposals from international NGO's and local coordination committees in Syria.

Accomplishments

- Proposed and planned an emergency relief trip to the Zaatari Refugee Camp in Mafrqa, Jordan in January 2013 following a disastrous winter storm. Fundraised \$60,000+, purchased 1000+ high quality winter jackets, gloves, etc. and prepared 1000 food aid packages serving 7,000 refugees for a month. Distributed aid to refugees in the camp and those in local tenements. Provided 4 portable ventilators to field hospitals in Syria.
- Proposed and planned a second relief trip to Mafrqa, Ramtha, and Irbid Jordan in June 2013. Fundraised \$60,000 at various venues to provide 1200 food aid packages prior to the commencement of Ramadan. Responsible for packaging warehouse in Irbid, distribution at main office and individual delivery to refugees who were squatting in abandoned buildings and stranded on the border.
- Planned and mobilized fundraising campaign "Cold Hands, Warm Hearts" in downtown Chicago, IL in January 2015. Raised \$51,658.00 which was then matched by Promise for Relief and Human Development for a total of \$100,000.00+. Personally traveled to refugee camps on the Syrian-Lebanese border [Arsal, Lebanon] to purchase and distribute funds in the form of winter aid supplies. This included portable heaters, food packages, winter clothing, gasoline, etc.

Education Committee Director, Promise for Relief and Human Development Indianapolis, IN — 2015-Current

As Educational Program Director for PRHD, I work to provide higher education opportunities to internally displaced populations and to establish sustainable institutions of higher education in various provinces of war-torn Syria.

I worked to establish Promise College in southern Syrian which currently serves 1,836 students in a variety of disciplines including, but not limited to, Electrical Engineering, Counseling and Psychology, and Medical Sciences. I also worked with Valparaiso University and SAMS to establish Hope Underground, a 2-year Medical Training Institute in Ghouta, Syria that equips its graduates with the scientific and technical skills to address the shortage of medical personnel in local field hospitals and clinics. In 2017-2018, I established and directed a pilot program providing students inside Syria demonstrating excellent English language skills with an opportunity to pursue a US-accredited degree at an online university based in California. I personally lobbied for funds, worked on applications, enrolled, and mentored 25 students through their courses at the University of the People. In 2018, I successfully submitted a grant proposal to the Syrian-American Engineers Association and received funding to establish an electrical engineering laboratory for our students in Nawa, Daraa. This laboratory will provide our engineering students with the facilities and supplies to carry out experiments, prepare sketches, and test different designs. In 2019-2020, I oversaw the online education of PRHD students via University of the People and led a team of board members, two independent accounting firms, and organization attorneys in a comprehensive ten-year review of PRHD's activities and projects.

Accomplishments

- Led effort to have PRHD expand into higher education sector, 2015-2016
- Fundraised and secured budget for Promise College, 2015-2017
- Developed long-distance education program for students inside Syria, 2017
- Secured grant from SAEA for an electrical engineering laboratory for students in Nawa, Daraa, 2018
- Drafted Project Evaluation Reports for Hope Underground, Promise College
- Higher education representative for Free Syria Political Action Committee [PAC], Qatar, UAE, 2017
- Curriculum development in accordance with Syrian Ministry of Higher Education
- Coordinated administrative tasks with University of Aleppo, 2015-2017
- Nominated to Syrian Women's Advisory Council to the UN Special Envoy for Syria
- Representative of Higher Education for the Syrian PAC in international delegations and meetings with diplomatic, business, and iNGO partners
- Served as liaison between 15+ US non-profit organizations and the Qatar Fund for Development
- Invited Speaker at Syrian American Medical Society 4th Annual Symposium in New York. Presentation title: Grassroots Model of Higher Education in Syria, October 2017
- TEDxValparaiso University speaker. Presentation title: The Promise of Peace: Higher Education as National Security, January 2018
- PRHD representative and Higher Education Advocate at the American Forum for Syria Policy in Washington DC., October 2017
- Prepared policy brief for PRHD titled: National Security and the Future of Higher Education in Syria, September 2017
- Featured in documentary "Bordering Hope: Education Amidst Syrian Crises", May 2017

Founder, Team i-Care

Chicago, IL — 2015

- Solicited donations from various restaurants and private individuals. Provided hot meals to 120 homeless individuals in two separate women's shelters in Englewood, IL.
- Created and organized social media campaign on Valentine's Day, 2015 called "Love is Just a Click Away". Raised \$11,000 for the United Medical Commission of Douma, Syria. Secured transfer and distribution of funds in collaboration with PRHD and Unified Medical Commission of Douma. This was used to provide medical supplies to field hospitals in the besieged city of Douma in the suburbs of Damascus.

Translator, Violations Documentation Center

Chicago, IL — 2011-2012

- Translation of press releases
- Arabic-English subtitling of video documentation of human rights abuses in Syria
- Compilation and translation of weekly and monthly reports of statistics and percentages from database of violations
- Regularly update database with new missing persons profiles and casualties identification information [name, age, cause of death etc.

Field Nurse, Akleh Hospital

Amman, Jordan — 2014

I spent February-March in Akleh Hospital in Amman, Jordan volunteering with Dr. Youssef Barakat, a Syrian urologist who spent considerable time working in field hospitals in Ghariya Gharbiya, Daraa, Syria. One wing of the hospital is dedicated to serving Syrian refugees without charge. I dressed wounds, particularly those caused by explosive bullets, took out stitches and catheters, took patient vitals, and disinfected and bandaged amputation sites.

