

RIMSHA AHMED

SKILLS

I have 5+ years of administrative & customer service experience, which has included B2B and B2C phone, email, and mail correspondence, data management, filing & organizing, technical support, marketing, publicity, recruitment, fundraising, event coordinating, diversity and inclusion implementation, multilingual communication & confidential information management. I am familiar with office software like Microsoft Office Suite, File Maker Pro, G-suite and I am a fast learner who is always ready for a challenge.

Languages Spoken: English, Urdu, Hindi, Spanish.

OBJECTIVE

I am Legal Studies BA major just beginning my career and am actively seeking new & appropriate full-time job opportunities.



rimshafahmed (510) 516-8785
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EXPERIENCE

Administrative Assistant | Community Rentals Office

MAY 2017 - JULY 2018

Administrative assistant at a housing office. B2B and B2C relationship management and correspondence via phone, email, and mail. Regular outreach to expand landlord client base. Distributed housing & tenants' rights resources & guides. Updated client files & records, vetted landlords, verified listings with the county assessor's office, updated and managed housing listings, routine correspondence with all current clients (landlords and tenants), escalated any issues beyond my scope to supervisor.

Undergrad Teacher | University of California, Santa Cruz

DEC 2018 - MAR 2019

Developed curriculum for & taught an Undergraduate level course about various social justice issues. For the final, led students in organizing and conducting a university-wide educational/fundraising event in support of the Black Alliance for Just Immigration organization.

Conference Organizer and Workshop Co-Lead | Practical Activism Conference

MAR 2017 - NOV 2018

Worked with team of student organizers, activists and staff at University of California, Santa Cruz to coordinate an entirely student-designed and student-led conference featuring multiple speakers and a series of educational, hands-on workshops.

EDUCATION

**Legal Studies | University of
California, Santa Cruz | 2015 -
2020**

Relevant Coursework:

Statistical Methods; Introduction to Programming; Microeconomics; Comparative Law; Social History of Democracy, Anarchism and Indigenism; Civil Liberties; Immigration Law; Calculus 1&2; Biology w/ Lab , Chem w/ Lab

Awards:

State Seal of Bilingual
[John F. Kennedy High School]