

Professional Experience

Arden's Garden Juice & Smoothies, Atlanta, GA

Office Assistant October 2010 – present

Design flyers and pamphlets with information about products. Format documents for government and file-keeping purposes. Assist customers in stores and over the phone.

Human Rights Watch (HRW), New York, NY

International Film Festival Outreach Consultant May 2010 – June 2010

Previewed Festival films to identify themes and implemented outreach effort to target viewer organizations and demographics. Used social media contacts, email/e-flyers, phone calls, and flyer distribution with photos, film synopses, screening times, and information about HRW.

International Film Festival Intern February 2009 – January 2010

Coordinated submission process for the Festival's youth-produced film program Youth Producing Change. Established database for supporter contact information and history.

Tribeca Film Institute, New York, NY

Tribeca All Access (TAA) Intern February 2010 – May 2010

Entered filmmaker and film information into restricted online database for access by film industry persons. Managed guest lists and itineraries for TAA events and meetings.

Art in Action, Menlo Park, CA

Program Developer Summers 2002 – 2008

Increasing responsibilities over the years: Created database of sources and coordinated acquisition of copyright permissions for artwork. Negotiated reduced rates or free rights for art to be included in curriculum of non-profit art education organization. Illustrated concepts, vocabulary, and skills in online animated versions of curriculum. Edited text and clarified themes in printed versions of program. Ensured consistency of curriculum books layout design. Packaged art supplies and lessons for classrooms throughout the Bay Area.

Aperture Foundation, New York, NY

Development Work Scholar Intern September 2007 – May 2008

Orchestrated mailings and handled varied assignments before and during annual benefit to ensure it ran smoothly. Set up artist's works for salon events at board members' homes and served as a hostess to provide information about Aperture. Performed tasks as receptionist for the front desk.

Additional Experience

Introductory Photography Instructor – Robert Mapplethorpe House, NY Fall 2009 – Spring 2010

Published Photographer – NYU Immigrant Rights Clinic at New York University of Law April 2010

Displayed Artist – Gulf & Western Gallery, New York University February – March 2010

Photography & Imaging Senior Catalog – Tisch School of the Arts, New York University Fall 2009

Skills

Expert with Photoshop, InDesign, Microsoft Office, Outlook. Skilled with Filemaker Pro, Adobe Flash, Illustrator, Acrobat, Quickbooks, Syspro, HTML, CSS.

Education

Tisch School of the Arts, New York University (New York, NY) Bachelor of Fine Arts – May 2010
Major in Photography & Imaging

American University in Cairo (Cairo, Egypt) Semester abroad – Fall 2008
Studied Arabic (MSA and Colloquial) and International Human Rights Law

Interests

Human Rights and human trafficking activism, movies, cooking, crocheting, belly dancing, baton twirling