

NOOR AMINA AFZAL

EDUCATION

University of Virginia, Charlottesville, VA

May 2023

Degree: Bachelor of Arts in English

GPA: 3.2

Virginia Peninsula Community College, Hampton, VA

May 2021

Degree: Associate of Science in Business Administration

GPA: 3.7

PROFESSIONAL EXPERIENCE

UVA Career Center, UVA

August 2023 - present

Employer Relations Assistant

- Demonstrate exceptional organizational skills by meticulously planning and executing administrative functions for events, collaborating with the Employer Relations Team.
- Proactively lead the On-Grounds Interview process, ensuring smooth operations and satisfaction for employers and students through effective communication outreach.
- Utilizing proficiency in Microsoft Office Suite to analyze survey data, providing valuable insights to enhance recruiting strategies, and take initiative in facilitating payment processing for Career Center events, ensuring smooth transactions.
- Implementing a systematic file and binder organization system, categorizing materials efficiently to optimize accessibility and streamline processes during On-Grounds Interviews.

Clemons Library, UVA

March 2022 – August 2023

Library Circulation Assistant

- Circulated books, videos, and equipment items to patrons; trouble-shooted printing system and library computers.
- Daily checked in, sorted, organized, and reshelfed dozens of library items to their proper locations.
- Cooperated with student co-workers and full-time staff to complete tasks and problem-solve complex issues.
- Provided reference service to patrons in-person and over the phone. Refer advanced inquiries to supervisor.

Clever Real Estate, MO

June 2022 – September 2022

Remote Digital Marketing Intern for Home Bay

- Produced an article authored on Home Bay, reaching 1200+ readers and is ranking on page 1 of 44 relevant keywords.
- Edited articles released online on Home Bay, receiving 1500+ readers.
- Organized internal linking of 200 articles by optimizing keyword usage, thus enhancing SEO (search engine optimization).

NOTABLE COURSES

LASE 3510 – Leadership, Collaboration, and Communication

August 2022-December 2022

- Researched relevant historical issues still present in the current housing market, such as redlining.
- Collaborated to create an Op-Ed published in the Daily Progress.
- Led in simulations designed to mimic real-world housing issues.
- Built and understood leadership skills through teamwork.

LPPS 3440 – Intro Management Consulting

January 2022

- Partnered in a team to research (our client), Brave Virtual World's possibilities, along with their market realities.
- Pioneered ideas for how our client may enter new markets, or expand their existing market, along with marketing strategies that they may use in implementation to reach their target goals.
- Designed with our coaches from Accenture, who helped guide our team to come up with the right conclusions and strategies to better tackle our project.
- Presented our case in front of our client, as well as judges from Accenture.

ADDITIONAL ACTIVITIES

Spanish Club, UVA

August 2022- May 2023

- Communicating in Spanish with team-members and engaging in fun activities enhancing vocabulary, and language skills.

SKILLS & INTERESTS

Skills: Advanced in WordPress, Advanced in Microsoft Office Suite (PowerPoint, Excel), Novice in python, Novice in R.

Languages: English (native), Urdu (fluent), Spanish (Intermediate), Korean (Beginner).

Interests: Reading, Blogging, Debates.