**HAROON ABASY**

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**Relevant Skills**

* Research: ability to use research tools and develop suitable strategies for the efficient use of the information sources available
* Excellent team player
* Interpersonal skills including ethic codes for the interpretation
* Excellent verbal and written communication skill
* Interpreting skills including active listening, memory retention, and ability to take notes
* Multicultural mindset to enhance effectiveness in a culturally diverse environment
* Time Management

Professional Experience

International Rescue Committee - IRC Sacramento, CA

*Interpreter/Employment Intern Oct 2018 – Apr 2019*

* Assist organizing job readiness training for the clients to enhance their employability
* Assist implementing employment plans for each client after completing their certification
* Assist clients to search and apply for jobs relevant to their background and experience
* Provide office support for financial literacy specialist
* Provide interpretation support for all other employment programs

Sierra View Elementary School Sacramento, CA

*Team Leader/Supervisor Aug 2018 – Present*

* Provide administrative support for the program manager
* Assist designing educational plans and implementation for 1st – 8th grade levels
* Respond to all parent concerns and queries in a timely and efficient manner
* Oversee material and equipment preparation for after school activities
* Provide clerical and various other forms of assistance to school staff as needed
* Develop tutorial services for various students

GSSE Practicum Venture Colorado State University

*Project Coordinator*  *May – Dec 2017*

* Facilitated the research project on one of the wicked problems in the US “Pollinators’ Loss”
* Assisted developing a sustainable business solution contribute to tackling the problem
* Led writing grant proposal covering “Pollinators Loss” theme
* Organized five events to raise awareness on sustainable gardening practices in Colorado
* Facilitated venture’s presentation at CSU graduate student show case
* Coordinated participation in a business plan writing competition at CSU

BBC / Afghan Education Production Organization Kabul, Afghanistan

*Translator/Interpreter/Project Assistant June 2013 – July 2016*

* Translated documents from Faris/Pashto to English and Vice Versa – 10 pages per day
* Interpreted during the meetings, trainings, and conferences in Farsi/Pashto to English and Vice Versa
* Led and supervised the translation department, consisted of 3 translators
* Assisted in grant writing covering social themes
* Organized, planned and managed multiple projects covering social themes
* Conducted needs assessment and regular impact assessment for 10 projects
* Prepared periodic and final narrative reports of the projects to donors that included USAID Afghanistan, UNICEF, and European Union.
* Worked with the BDM (Business Development Team) in creating more sustainable opportunities for the organization

German Corporation for International Cooperation (GIZ) Kabul, Afghanistan

*Program Management Intern Oct 2012 – Mar 2013*

* Assisted the program development unit in time and resource management
* Assisted the project officer with data collection, project tracking, and preparation of reports
* Provided translation/interpretation support for the HR, finance and procurement departments
* Assisted the PMU (Program Management Unit) with database management, event organization and managing the filing system
* Obtained first-hand experience in carrying out administrative work in non-profit organizations

Entire Builders Construction Company Kabul, Afghanistan

*Admin Assistant December 2011 – May 2012*

* Scheduled and coordinated meetings, appointments and business trips
* Developed new filling system, forms, letters and documents which increased efficiency
* Prepared PowerPoint presentations and Excel spreadsheet reports for monthly meetings
* Recorded, transcribed and distributed meeting minutes
* Prepared letters, drafts, emails, memos and spreadsheets as required

**Education**

* MBA –Global Social & Sustainable Enterprise, December 2017 - Colorado State University, US
* B.A. in Economics**,** December 2012- Kabul University, Afghanistan

**Outreach and Activities**

* Coordinator of Global Ambassador Program – Culture Exchange program (2016 – May 2018)
* VP of information with Graduate Student Council – Colorado State University (2017)
* Co-Founder & VP of Fulbright Student Association - Colorado State University (2016 – 2017)
* Researcher for the National Center for Policy and Research – Kabul (2010 – 2013)
* Member of Afghanistan’s Economics Journalists Association (2010 – 2012)

**Specialized Trainings**

* Crucial Conversation Training, Colorado State University, 2017
* Project Management Training, BBC - India, 2014 and AEPO - Kabul, 2016
* Grant Writing Training, BBC - Dubai, 2015
* Research Analysis & Report writing Program Certificate, NCPR, 2011
* Financial Accounting & Quick book software, Bahzad Higher Education Institute, 2008