

MASHAL HAROON

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Professional Summary

A dedicated and self-driven professional with proven experience in performing student/academic assistance activities. Experienced in advising students regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources. Demonstrated experience in interviewing people/students from different ethnicities. Excellent critical thinking abilities and skills to facilitate resolution of difficult challenges and manage sensitive issues. Looking forward to leverage the experience to step into a College or Academic Advisor.

Skills

- Microsoft Office (Word, PowerPoint, and Excel)
- Teacher Assistance
- Student Interviewing & Counseling
- Functional Communication
- Time Management
- Critical Thinking
- Decision Making
- Team Leadership
- Problem-Solving
- Fluent in English, Urdu, Pashto, Swedish, Spanish
- Written Communication
- Data Entry
- Google Workspace
- Document review
- Cultural expertise
- Proofreading skills
- Good Telephone Etiquette

Work History

Document Translator

03/2022 to 07/2022

Self-employed – Brooklyn, NY

- Replicated flow, style and overall meaning of original texts.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.
- Supported operations by translating key departmental documents and internal communications.
- Researched cultural etiquette and specific use of slang words.
- Used translation software to verify complex terms and expedite communication process.
- Translated documents for research departments, supporting data collection and reporting.

- Provided verbal summaries of non-English documents to diverse audiences.

Licensed Real Estate Salesperson

08/2021 to 11/2021

Keller Williams – Manhattan, NY

- Developed client relationships by networking and prospecting, and procured and followed-up on leads
- Negotiated and closed deals, as well as completed contract papers accurately and in time
- Maintained quality customer service and assisted buyers throughout the home buying process.

Census Enumerator | Census Bureau – Brooklyn, NY

- Walked door to door and communicated with people from different ethnicities to collect census data
- Handled all the confidential data and performed data entry.

FWS Student Aide

01/2020 to 02/2020

Kingsborough Community College – Brooklyn, NY

- Answered inquiry calls, performed typing tasks, and operated office machines as needed
- Assisted students in planning a program consistent with their abilities and interests
- Helped students define and develop realistic educational career plans through planning for each semester
- Interpreted student needs and provided individualized service, as well as dealt with confused/demanding students
- Attended regularly scheduled staff meetings and monthly training sessions.

Teacher's Assistant

09/2016 to 06/2018

John Dewey High School – Brooklyn, NY

- Assisted teachers in planning learning activities, managing students, and maintaining student data/records
- Supervised group activities and lessons, as well as maintained workspace areas in a clean, safe, and orderly manner
- Served as guidance for students in the library
- Utilized knowledge about academic programs, policies, procedures, and student support services, as needed.

Education

Associates of Science: Business Administration

Kingsborough Community College - Brooklyn, Nashville, NY, TN

Intern | Vyten Career Coaching

Bachelor of Science: Business Administration

2022

Brooklyn College - Brooklyn, NY

Additional Information

- Honors & Activities: , Dean's List, 2018 – 2020 | Phi Theta Kappa – Honor Society Member, 2019 – Present