

Zahra Korrin Nemrouri

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757.377.5483

EDUCATION

University of Virginia, Charlottesville, VA

Bachelor of Arts, English

Minor, Foreign Affairs

Graduated May 2019

WORK EXPERIENCE

Office of the Dean of Students, Newcomb Centers and Services

2016-Current

Operations Supervisor

2018-Current

- Served as an onsite paraprofessional on the daily operations of Newcomb Hall Centers and Services
- Delegate duties to a team of 12 Operation Managers, 12 Audio Visual Managers, 145 Event Assistants, and 24 Customer Service Representatives
- Monitor daily operations of Newcomb Hall by maintaining a close relationship with Facility Manager and clients to ensure efficient use of spaces for organization
- Recruit, evaluate, and hire potential employees based on qualities such as leadership capabilities, organization, initiative, and cooperation

Customer Service Representative Manager/Scheduling Manager

2017-2018

- Provide excellent managerial support and create student employee schedule for approximately 30 employees at both the Information Desk and the Student Activities Center in Newcomb Hall
- Communicate and collaborate effectively with professional staff members and attend weekly manager meetings in order to ensure a well organized system
- Organize and present monthly meetings utilizing Microsoft Office for student employees with relevant information in order to achieve quality customer satisfaction with well managed work spaces

Student Activities Center Assistant

2016-2017

- Provide exceptional service to students, faculty and guests of the University answering phone calls and relaying messages regarding policies and procedures
- Maintain student space and manage office supplies, mailboxes and equipment valued ~\$25,000
- Help 600+ student organizations lead successful events through equipment reservations, printing marketing materials, and sustain storage space maintenance

LEADERSHIP AND ACTIVITIES

Virginia Women's Rugby Team

2015-Current

Captain, Treasurer, Rookie Liaison

- Ensure nationally ranked team of 35 women have adequate funds to pay for multiple facets of rugby games including referees, playing space, and travel; write funding grant proposals for ~\$7,000
- Create and present budget to stakeholders multiple times annually in order to get funding for team necessities
- Provide support and outreach to individuals who require financial assistance

Legal Aid Justice Center

Summer 2018

Communication and Fundraising Volunteer Intern

- Centralize and analyze donor contributions with Chief Development Officer in order to allocate funds
- Work with Director of Development in order to revamp social media platforms and official website

Phi Alpha Delta

2018-2019

Professional Development Committee Member

- Coordinate meetings with various law school representatives such as the Dean of Admissions for the members of Phi Alpha Delta and other pre-law students; organize Q&A sessions and panels