

ZAHRA KHAN
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Lexington, KY

SUMMARY

Experienced in a variety of activities and tasks in volunteering and professional spheres. Diligent and hardworking with vibrant energy, Willing to participate in challenging and fulfilling experiences. Flexible and adaptable to various environments and changes.

University of Kentucky full-time student, majoring in Information Communication Technology.

Quick Learner, Initiator, Energetic, and an Attentive Listener.

Core Skills Areas:

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| ★ Adaptable | ★ HTML5 and CSS coding |
| ★ Customer Service | ★ Adobe Photoshop CS experienced |
| ★ Detail-oriented | ★ Experienced with Microsoft Excel |
| ★ Resourceful | ★ Created Wordpress website |
| ★ Teamwork | ★ Created multiple Powerpoint presentations |
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EDUCATION

University of Kentucky **August 2019 - Expected May 2021**
Bachelor of Science in Information Communication Technology
Cumulative GPA: 4.00

Elizabethtown Community and Technical College **August 2018 - May 2019**
Associates of Science

University of Florida **January 2018- August 2018**
Non-Degree General Education

Ramey High School **August 2015- June 2017**
Aguadilla, Puerto Rico

LEADERSHIP AND ORGANIZATIONS

University of Kentucky - Lexington, KY

Residence Hall Association **September 2019**
Officer and Secretary

Attended the weekly meetings. Collaborated with the team to plan the events for our residential dorm. Provided feedback and ideas. Plan both social and passive events for the residents. Executed the events through setting up and hosting. Created a welcoming environment for the residents. Created weekly minutes, the recap of the meetings. Created posters for event promotion. Managed the online documents and shared drive.

Communicated with the team members for managing the events. Collaborated with the team to ensure the success of the events.

- ★ **Achieved the high attendance rate at the first event, the ice-cream social Halloween event.**

Students Activities Board**October 2019****Chairperson of the Cultural Arts Committee**

Attended the weekly meetings. Voted the proposals from the meetings. Setup and cleanup the events with teamwork. Collaborated with the team to run the event. Organized the activities. Managed the resources during the events. Led the tables in events. Promoted the upcoming events through postering and handbilling. Checked in the participants. Assisted the participants' inquiries for the event activities. Create a welcoming environment for the participants.

- ★ **Awarded Chairperson of the Week for diligence and ensuring the success of events.**
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Elizabethtown Community and Technical College- Elizabethtown, KY**Phi Theta Kappa****September 2018-May 2019****Vice President of Fundraising**

Attended the monthly meetings. Gave feedback about the events and proposals. Organized the fundraising plans. Participated in the campus activities. Provide ideas about the upcoming plans. Collaborated with the members in fundraising and even promotions. Volunteered in various Phi Theta Kappa sponsored events on campus.

- ★ **Attended the Regional Conference in Jefferson Community and Technical College**
 - ★ **Set up the bingo night with the team for fundraising**
 - ★ **Maintained higher than 3.5 GPA required by PTK**
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Ramey High School- Aguadilla, PR**Cross Country Team****August 2015-April 2017****Team Manager**

Participated in the role of assistance and management for the middle and high school cross country team in Ramey School for two years. Assisted in completing the tasks for the team and coaches' requirements. Managed the school documents and sports track records. Recorded the athlete-students' performance for each intramurals. Collaborated with the assistant coach and team manager partner in completing the tasks.

- ★ **Awarded 'Most Valued Person for Athletics Awards' by the cross country coach in 2016.**
- ★ **Exceeded the satisfaction level of the cross country coaches' expectations.**
- ★ **Recognized for providing encouragement to student athletes.**

The Green Team**August 2016-April 2017****Team member**

The team member of the environment-focused school group Green Team. Collaborated with the team members on the environmental issues. Diligent in following the tasks to have a positive contribution in society. Contributed the Earth's Day 2016 on planting the trees with my team members. Collaborated with the team members on the presentations. Recycled the used items all the sections of the school campus. Sell baked items during the bake sales for fundraisers. Planted the lettuce garden while maintaining the plants and soil.

National Honors Society**August 2016-April 2017****Member**

The student of excellence and perseverance involved in the National Honors Society organization. Maintain a high GPA of 3.9 while involving in various tasks for a positive contribution. Collaborated with the team members in the activities and services. Collected donations and manage the supplies for the Haiti Relief program. Participated in the Walk for Cancer relay of life event to support the survivors. Led the recycle paper making activity for the elementary students in STEAM Night 2016. Taught the kindergartners on making creative crafts in Elementary Thanksgiving Fair 2015.

Other Contributions**August 2015 - May 2017**

- ★ Assisted the school teachers in the classroom setup.
 - ★ Sell the lottery tickets in two annual school events of the Puerto Rican Night.
 - ★ Lead the soap and bubbles activity for the elementary water games event.
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PROFESSIONAL EXPERIENCE**JCPenney****November 2018 - December 2018****Seasonal Sales Associate**

Worked in the retail JCPenney as a sales associate during the holiday season. Greeted the customers when entering. Checked and cleaned up the trash in the fitting rooms. Return the merchandise from the fitting rooms back to the correct location. Organized the apparel based on the type of color, and size. Assisted the customer's queries on the products, pricing, and ordering options. Gave the sizing options for the customers in the fitting rooms. Scan the prices of the products to put them under the correct sales category. Restocked the new products on the sales floor. Guided the customers on the major sales and coupons during the Black Friday and holiday sales. Helped the customers in finding specific items and locations. Managed and organized the sale products.

Oshkosh B'Gosh, Carter's**November 2017 - November 2017****Temporary Sales Associate**

Worked in the retail Oshkosh B'Gosh Carter's as a sales associate. An experienced worker with the ability to give positive experiences to the customers and follow the tasks persistently. Assisted the customers on the price and size of the clothing items. Organized the storage and handled the new products from the packages. Guided the customers in finding the clothing product and size they need. Provided the information to the customers about clothing sizes, sales, and memberships. Maintain the environment clean and tidy by dusting, mopping, and sweeping. Managed and organized the products for display and sales.

- ★ Earned \$105 for completing organizational and assistance tasks in the night shift during Black Friday from 11 PM to 8 AM.
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AWARDS AND HONORS

- ★ Spring 2019 President's Honor List for Full Time Students **2019**
- ★ Spring 2019 Dean's List for Full Time Students **2019**
- ★ The National Society of High School Scholars **2016-17**
- ★ National Honors Society **2016-17**
- ★ Principal's Honor Award **2016**
- ★ Most Improved (Spanish III, Marine Biology, and Health), **2016**
- ★ Most Valued Person for Athletics Awards **2016**
- ★ High Honors Award **2015-2016**