

Samir Khalil

Apison, TN • (423) 284-2726 • samirkhalil@southern.edu • www.swpro.org/samirkhalil (samkha265)

Education:

Southern Adventist University, Collegedale, TN

- Pursuing Bachelor of Social Work (anticipated graduation May 2020)
- Current college GPA 3.97

Activities:

- President of the Southern Smith's Blacksmithing Club (2017-2019)
- Vice-president for Southern Smith's Blacksmithing Club (2016-2017)

Relevant Experience:

Teaching Assistant

School of Social Work at SAU, Collegedale, TN January 2019 to present

- Grade work for three professors in the Social Work department. Create and prepare class lesson plans and help prepare for upcoming events.
- Conduct research on various social studies topics.
- Provide support for the office manager and help run the front office. Answer phone calls, arrange meetings, update schedules and prepare for events.

Office Assistant (Volunteer)

VIVE For a Dream, Cleveland, TN January 2019 to April 2019

- Secured client files for confidentiality, updated and translated the organization website, connected clients to resources, created a list of potential donors, and created a script for fundraising.

Hurricane Relief Worker (Volunteer)

2Serve, New Bern, NC September 2018

- Assisted people whose homes were affected by hurricane Florence with debris removal and by removing damaged furniture and flooring. Was responsible for tree removal with a team of people with chainsaws.

Various Roles

ADRA Syria, Damascus, Syria August 2017 to December 2017

- Updated thorough inventory for the entire office
- Assisted with the creation and preparation of binders for ADRA Syria's 2nd Management Workshop
- Prepared the quotation analysis for the Bill of Quantities (BoQs) for ADRA Syria's procurement process.

Honors and Achievements:

- First Aid and CPR certified

Skills:

- ✓ Computer Skills (Microsoft Word, Excel, PowerPoint, Social Media Platforms)
- ✓ Leadership/Management Skills
- ✓ Active Listening Skills
- ✓ Interpersonal/Communication Skills
- ✓ Bilingual (moderate skills reading, writing and speaking Arabic)
- ✓ Strong Work Ethic/Self-motivated
- ✓ Culturally/Cross-culturally Sensitive
- ✓ Excellent Time Management Skills

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References:

- **Annette Heck**

BSW Program Director

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- **Shady Hernandez**

Executive Director

VIVE For a Dream

Phone: (423) 503-6332

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- **Jim Ingersoll**

Program Director

2Serve

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- **Miriam Watt**

Program Director

ADRA Syria

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