

# **SAMIR KHALIL**

11235 Blair Road, Apison, TN 37302 ♦ skhalil1997@gmail.com ♦ Mobile: +1-423-284-2726

---

## **PROFESSIONAL SUMMARY**

Master of Social Work with a concentration in trauma and emergency management with experience in refugee relocation, disaster response, and international development. Proficient in Microsoft applications and various forms of technology while also a life-long learner who is highly adaptable and invested in collaboration and teamwork. Decisive leader with proven ability to motivate others in various positions and settings to achieve impressive results under challenging circumstances.

### **SELECTED SKILLS HIGHLIGHT**

- ❖ Very strong ability to relate with and form relationships with people, whether fellow students, colleagues, professors, government officials or members of the community.
- ❖ Inspires loyalty from classmates and colleagues.
- ❖ Ability to form close connections with various organizations and is familiar with their services provided.
- ❖ Able to skillfully simplify and organize office processes and community events.
- ❖ Experience in diverse multicultural settings
- ❖ Fluent speaker and writer in English with intermediate speaking and moderate writing skills in Arabic.

## **PROFESSIONAL WORK EXPERIENCE**

### **Research Co-Moderator, Collegedale, TN January 2021 to present**

*Provide assistance to researchers during online focus group discussions and individual meetings.*

#### **Achievements:**

- ❖ Transcribe focus group meetings while protecting confidential, identifying data of research participants, and examined qualitative data for the research project.
- ❖ Assist moderators during focus groups with research participants while documenting members' affect and mannerism during meetings.

### **Statistics Tutor, Collegedale, TN July 2021 to August 2021**

*Provided individual tutoring for a student with complete vision loss.*

#### **Achievements:**

- ❖ Coached the student through different lessons, answering any questions.
- ❖ Converted virtually based concepts into physical examples that the student could understand.
- ❖ Transcribed student's spoken answers into written text for assignments and exams.
- ❖ Described graphics and pictures from the lectures and assignments for the student.

### **Graduate Assistant, Collegedale, TN August 2020 to August 2021**

*Performed administrative tasks and conducted awareness activities for the School of Social Work on the campus of Southern Adventist University.*

#### **Achievements:**

- ❖ Planned, created, and implemented four different programs and campaigns on campus highlighting relevant social issues.
- ❖ Graded, prepared, and monitored up to ten courses each semester for multiple professors.
- ❖ Adapted and transformed the learning management system for course online elements for visually impaired students across multiple platforms for 18 different courses taught by five social work professors.
- ❖ Created and disseminated a manual across campus for faculty and staff to be able to make the appropriate course and/or LMS changes to help students with visual impairments.
- ❖ Trained new student workers and /or graduate assistants on the LMS.

### **Teaching Assistant, Collegedale, TN January 2018 to August 2020**

*Aided professors and graduate assistants in the School of Social Work on the campus of Southern Adventist University.*

#### **Achievements:**

- ❖ Prepared, and monitored up to eight courses each semester for multiple professors.
- ❖ Streamlined processes to support the graduate assistant in planning and implementing multiple campaigns on and off campus.
- ❖ Consolidated the grading system for four classes to help accelerate the grading process.

### **Commissioner Aide (Intern), Chattanooga, TN August 2020 to June 2021**

*Spearheaded the implementation of research and community events for Hamilton County.*

#### **Achievements:**

- ❖ Designed and developed a needs assessment survey for Hamilton County constituents related to social policy issues on the county level and analyzed results to prepare resolutions to address constituent concerns.
- ❖ Evaluated and interpreted data from research to create evidence-based approaches for community change while partnering with local organizations and companies.
- ❖ Regulated panel discussion with multidisciplinary community partners from an array of professions and experiences to education members of the community about diversity, equity and inclusion and methods to foster this type of change in Hamilton County.
- ❖ Refined communication between District 5 County Commissioner and constituents.

**School Based Therapist (Intern), Cleveland, TN** **January 2021 to June 2021**

*Conducted individual counseling sessions for school children in two elementary schools through Centerstone.*

**Achievements:**

- ❖ Provided individual counseling for eight elementary-aged children in two schools across Bradley County, Cleveland.
- ❖ Created and implemented evidence-based interventions to address a variety of mental health diagnosis while strengthening clients' ability to function independently.
- ❖ Incorporated interdisciplinary collaboration within both school settings to address clients who needed additional support and resources.

**Case Manager Assistant (Intern), Chattanooga, TN** **August 2019 to May 2020**

*Contributed language assistance for case managers and clients and provided office management organization for Bridge Refugee Services.*

**Achievements:**

- ❖ Translated up to eight forms and documents into Arabic for several programs.
- ❖ Interpreted for four Arabic-speaking clients both in-person and through phone calls.
- ❖ Assisted case managers by collecting resources for new refugees, set up apartments, and provided transportation services for clients.
- ❖ Organized and managed confidential client information through thorough bookkeeping and file management.
- ❖ Planned and led five client-based meetings such as intake, 30-day/90-day evaluation, and job readiness trainings.

**Hurricane Relief Worker (Volunteer), New Bern, NC** **September 2018**

*Volunteered to support to communities affected by Hurricane Florence in North Carolina through 2Serve and Southern Adventist University.*

**Achievements:**

- ❖ Assisted four neighborhoods over the course of a week where homes were affected by hurricane Florence with debris removal and by removing damaged furniture and flooring.
- ❖ Managed and led a team of five chainsaw operators for tree and debris removal.

**Office Assistant, Damascus, Syria** **August 2017 to December 2017**

*Performed administrative duties for the program and the logistics departments for the Adventist Development and Relief Agency (ADRA) in Syria.*

**Achievements:**

- ❖ Prepared the quotation analysis for the Bill of Quantities (BoQs) for ADRA Syria's procurement process which accounted for all project funds and spending for the fiscal year.
- ❖ Reorganized and redesigned the inventory system for each of the seven main branches of the ADRA Damascus office.
- ❖ Coordinated the creation and preparation of 100 binders for ADRA Syria's 2nd Management Workshop for all new and current employees from the Damascus, Homs, and Aleppo offices.

---

**EDUCATION**

***Master's Degree in Social Work: Trauma and Emergency Management***

Southern Adventist University, Collegedale, TN.

August 2021

***Bachelor's Degree in Social Work***

Southern Adventist University, Collegedale, TN.

May 2020

---

**PROFESSIONAL ASSOCIATIONS**

MEMBER, Phi Alpha Social Work Honor Society	2018-Present
MEMBER, National Association of Social Workers	2019-2021

---

**LEADERSHIP POSITIONS**

Bachelor of Social Work Class President	August 2018 to May 2020
Southern Smiths Blacksmithing Club President	January 2018 to August 2019
Phi Alpha Mu Chi Honor Society Vice President	August 2018 to May 2019
Short-Term Mission Trip Leader	March 2018

---

**AWARDS**

Deans Academic Achievement List	August 2020 to August 2021
René Drumm Research Award	August 2019 to May 2020
Social Work Major of the Year	August 2019 to May 2020