

Rabia Qutab

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Greater Los Angeles Area
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SKILLS:

- Native Speaker – Urdu
- Highly proficient in Hindi and Arabic
- Computer Literate
- Strong Leadership
- Justice, Equity, Diversity, and Inclusion (JEDI)

WORK EXPERIENCE:

Project Expert (10 hours/week commitment)

February 2020- Present

Rising Scholars, Mt San Antonio College, Walnut, CA

- Facilitate the enrollment of formerly incarcerated and system-impacted students at Mt San Antonio College who qualify for the program for Rising Scholars, implementing holistic approach focusing on students' strengths to help them succeed and grow in their educational journey.
- Create and implement all internal projects for data tracking and manage internal progress reports for over 50 students: one-one orientations on program services and progress reporting for Fall 2021 students.
- Computer and software skills: LACAI, Banner 9, SARS, Google DRIVE: Docs, Sheet, Forms, Microsoft Office; Word, Excel, and PowerPoint, and SPSS.
- Provide assistance, guidance, and mentorship to students, offering individualized counseling, career information, community referrals, cultural activities, enrichment workshops, and expungements clinics to our students.
- Track student persistence, contacts, and completion for grant reporting purposes
- Collaborate with team to write program plan for Formerly Incarcerated Student program
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus. (e.g., Admissions, Financial Aid, Academic Advising, Academic and Student Affairs), local community colleges, and partners in the external community that promote the success of Rising Scholars and its students.
- Civic engagement, policy advocacy, community outreach, are also significant responsibilities and roles within the position.

Reentry Navigator Specialist/Youth Mentor

February 2020- Present

Impact Justice, CA

- Committing 10 hours/week for a 11-month term of service as a member of California Justice Leaders Cohort (AmeriCorps), serving as a navigator coach for youth and young adults currently in or released from California's Division of Juvenile Justice (DJJ) facilities.
- Responsibilities include research, outreach, education, coaching training, and personal and professional development, all used towards helping beneficiaries succeed their re-entry goals.
- Contribute all efforts towards beneficiaries' successful re-entry pathway by utilizing the implementation of Honorable Discharge (HD) petition process for qualified beneficiaries to get their records sealed.
- Contribute to policy research for social justice advocacy through trainings and community engagement with local non-profit organizations.

Organizer

February 2020- Present

Institute of Impacted Leaders 2021

Initiative Justice, CA

- Part of a 12-week virtual leadership academy for social justice reformation to end mass incarceration.
- Engage in community leadership, education, trainings, and development sessions weekly to learn about transformative/restorative justice and the criminal justice policy system in CA.
- Post-Covid: engage in organized communal advocacy for policy changes.

Volunteer Intern

June 2020- Present

Project Rebound, California State University, LA, CA

- Primary functions are to facilitate the enrollment of all formerly incarcerated students who qualify for the program based on university and program criteria.
- Serve as Program Intern developing and maintaining strong relationships and partnerships with faculty, staff, and administrators in various departments on campus. (e.g., Admissions, Financial Aid, Academic Advising, Academic and

Student Affairs), local community colleges, and partners in the external community that promote the success of Project Rebound and its students.

- Civic engagement, policy advocacy, community outreach, are also significant responsibilities and roles within the position.

Commissary Worker/Chief of Cognitive Department

September 2017- March 2020

State of Texas, Burnet, TX

- Responsible for receiving and processing incoming stocks and products
- Responsible for managing the inventory while providing quality control
- Maintaining cleanliness of the overall appearance of the office and commonly shared workspaces
- Trained new hires on the policies and safety protocols of the facility and day to day operations of the commissary workers.

Junior Account

January 2015-June 2016

Greeniverse, LLC, Denton, TX

- Managed all bookkeeping and accounting duties for construction and trucking projects with QuickBooks Pro
- Fully in-charge of all payroll and accounts receivable/payable; analyzing, reconciling, and resolving all employee payroll issues to ensure smooth payroll processing
- Accurately reconciled bank statements to match purchases made and prepared financial statements, payroll, quarterly reports
- Coordinated construction and trucking assignments on digital management platforms
- Collaborated with global branches on marketing efforts for sales for tenders and solar panels

Sales Associate

September 2012-November 2014

Reliable Consultants, Fort Worth, TX

- Performed all cashier and cash handling duties; operated Point of Sale systems accurately and efficiently
- Trained new sales associates on day-to-day operations and point-of-sale technology
- Responsible for sales reports, creating visual displays for launching new products, and maintenance of inventory
- Exceeded daily sales quotas on the sales floor through a combination of upselling and cross-selling
- Responsible for effective product merchandising and performing quarterly inventory reports
- Resolved customer concerns and negotiated solutions while offering unparalleled customer support

VOLUNTEER EXPERIENCE:

Volunteer/Lead Facilitator at NEST

August 2020-Present

Mass Liberation Project, Torrance, CA (Remote)

Lead Facilitator for 'Career Development Modules'

August 2020-Present

Prison Education Project (PEP), Pomona, CA (Remote)

Volunteer

October 2020-Dec 2020

Community Resource Initiative (CRI) -CARES Act Stimulus Hotline

EDUCATION & ACADEMIC ACHIEVEMENTS:

Winner of The Education Trust Justice Fellowship

February 2020

First Prize Winner of Texas Department of Criminal Justice (TDCJ) Bookmark Contest at SAFPF

Spring 2020

Bachelor of Science in Biology, GPA: 3.363, Cum Laude **University of North Texas**

December 2010

Associates of Arts and Sciences, GPA: 4.0, Honors: President' List **North Central Texas College**

May 2008

Minor: Chemistry

CERTIFICATIONS:

Certified Customer Service Specialist, State of Texas, Burnet, TX

Spring 2020

OSHA 10 General Industry Certified, State of Texas, Burnet, TX

Spring 2020