

# Zaina Jawad

· Bakersfield, CA ·

## OBJECTIVE

Highly motivated and inclusive individual seeking a position as the Director of Legislative affairs with BCSGA to advocate for student voices, promote equitable campus policies, and foster greater student engagement through transparency.

## EDUCATION

**Bakersfield College, Bakersfield, CA**

**Expected May 2027**

A. A. – Business Administration

## EXPERIENCE

Volunteer

**National Cancer Society, Bakersfield, CA**

**May 2018- May 2019**

- Assisted in receiving, sorting, and restocking merchandise to ensure shelves and displays remained organized and fully stocked.
- Maintained cleanliness and order in the store by folding and arranging clothing displays, contributing to a welcoming shopping environment.
- Collaborated with store staff to organize clothing by size, style, and category, enhancing customer accessibility and shopping experience.
- Monitored inventory levels on the sales floor and notified staff of low-stock items for timely restocking.

Volunteer

**Kern County Libraries, Bakersfield, CA**

**May 2018 – Present**

- Organized and shelved returned materials, ensuring easy access and accurate categorization.
- Supported library events and programs by preparing materials, setting up spaces, and welcoming attendees.
- Helped maintain a clean and quiet environment by monitoring reading areas and organizing displays.
- Provided basic tech support to library visitors using printers, scanners, and public computers.

Student Ambassador

**South High School, Bakersfield, CA**

**Aug 2019 – Mar 2020**

- Led campus tours for groups of incoming freshmen, providing engaging and informative overviews of school facilities, resources, and student life.
- Served as a welcoming ambassador for the school, helping new students feel connected, confident, and informed during their transition
- Answered questions from students and families with professionalism and enthusiasm, promoting a positive image of the school community.
- Collaborated with school staff and student organizations to coordinate tour logistics and ensure an inclusive experience for all visitors.

## PROFESSIONAL SKILLS

- |                |                   |                               |
|----------------|-------------------|-------------------------------|
| • Adaptability | • Bilingual       | • Customer Service            |
| • Organization | • Problem Solver  | • Computer Literacy           |
| • Teamwork     | • Time Management | • Interpersonal Communication |