

Zeinab K Adaweh
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Summary of qualifications

- Passionate and concern about issue relating to office practice, case management, and refugees and torture survivors' services
- Clerk and filing administrative assistant of low-income community

Education

- Community college of aurora completed level 4 to level 6 English Classes
- Student: Emily Griffith technical university, Denver Colorado
- Student: community college of Denver (UCD)
- Lycee d etat de Djibouti (High school and graduated in 2009)
- Two years 2009-2011 of university of Djibouti to economies administration social two years
- Concentration: economic administration and social

Work experience:

Office assistant/case manager, Center for immigrants' survivors and family service and consistently outreached and partnered with multicultural community-based organizations and leaders to help facilitate and to meet the basic needs of participants and their families seeking refuge and safety in Colorado.

Experience: Babysitter in the immigrant community and care for kids at school and work with from multicultural background.

Work Experience: Case Manager, Center for Immigrants And Immigration Services,

Free Zone: Aided clients in learning life skills, such paying rent and bills. Primary point contact for new clients, conducted intake and completed all necessary paperwork.

Language Spoken: English, French, Arabic and Somali

Unique Skills

- English – Native French speaker, fluent in reading, writing, and speaking; speak and read English, fluent in Somali, Arabic
- Computer: Savvy, fluent in Microsoft Office, and internet related search.
- Organization: High organized, creative, motivated, punctual, independent, and highly reliable
- Fit well as a team member.
- Excellent Volunteer at Center for Immigrants And Immigration Services (CIIS) 1 January 2013 to 1 August 2013