

Ali Alnazzal

☎ 720-299-4326 | ✉ Alnazzal.ali@Gmail.com 🌐 Ali Alnazzal | LinkedIn

SUMMARY OF QUALIFICATIONS

- Effective and thoughtful communicator in both oral and written formats
- Working experience with individuals from diverse backgrounds students
- Effective leadership skills in planning, efficient task coordination, inspiring team members, and key decision-making.
- Highly organizes, outlines and prioritizes activities to meets individual and team goals.
- Active problem-solver with creative initiative and ability to work individually and, team-player.
- Master the skills, tools, and techniques of project management such as Scrum framework, Lean and Six Sigma methodology.
- Technical skills include Microsoft Suite, Google Suite, Canva, Microsoft project, Asana, and Jira
- Fast typing & 10-key proficiency
- Bilingual: English & Arabic

EDUCATION

- Master of Art in Political Science–University of Colorado Denver
- Graduate Certificate in Strategic Communication–University of Colorado Denver
- Bachelor of Art in Political Science–University of Colorado Denver
- Bachelor of Art in International Studies–University of Colorado Denver, Summa Cum Laude
- Minor in Communication. University of Colorado
- Certificate in Middle East Politics – University of Colorado Denver
- Google Project Management Certificate
- Associated Degree in Computer Networks – Emily Griffith Technical College,
- B.A. Translation – University of Mustansiria, Baghdad, Iraq

PROFESSIONAL EXPERIENCE

Interpreter- Arabic/ English – A&A languages

2013- till now

Roles and duties

- Perform medical interpretation in clinics and hospitals with knowledge of HIPPA protocols.
- Perform legal interpretation in courts.
- Perform interpretation for LEP with different NGOs.

Grad Assistant-Student Transitions & Family Engagement (STFE) Office.

2022-2026

Administrative role-engaging with around 250 students per semester.

Roles and duties

- Conducting data driven analytical research on Trio SSS programs at universities in the United States to develop the UC Denver Trio Program.
- Requesting support from the US Denver Department to secure funding for the Trio SSS and Trio Stem Programs for the fiscal years 2026-2027.

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- Administrative role entails participating in orientation sessions throughout the academic year, elucidating the steps for portal navigation, and assisting students in registering for their initial courses.
- Delivering a presentation to the UNIV class, accommodating 25 students on a topic related to life at the University campus.
- Participated in delivering seminars to pre-collegiate department to the families of future students at UCD and answered their urgent concerns related to their kids' enrollment at the University.
- Participating and supporting the office staff with their special projects, such as the University New Student Welcome and CU Denver Block Party.
- Community Outreach involving enrollment call campaigns, early action call campaigns, FYE call campaigns, and general office support

Grad Assistant-Trio SSS McNair Scholar Program

2025-2026

Grad Assist to the Program manager- A cohort of 9 students in 2025 and 19 students in 2026

Roles and Duties

- Assisted the program manager with preparing and setting up the workshops
- Assist with the planning and implementation of the McNair Summer Research Internship
- Assisted in outreaching and recruiting new students to the program through tabling, flyer distribution, and class presentation.
- Travel with and acts as a chaperone to McNair Scholars at research conferences and graduate school visits

Rental residential Portfolio manager

2018-till now

Manage 3 rental properties till 2023, one property till now.

Roles and Duties

- Efficient communication with the Tenants and contractors to solve any problems arise during their residency
- Negotiate and establish the monthly rent amount with the tenants. Prepare the contracts of the annual rent
- Evaluate and estimated the repairing and fixing of the property damage
- • Ensure timely payment of state taxes and utility bills to maintain the provision of services to the properties

Teaching Assistant-Political Science Department. UC Denver

2024-2025

Classes included an in-person class (American Political System) 17 students. An in-person class (American Political System) 18 students. an online (Intro to Poli Sci Freedom and Justice) 33 students (160+ hours)

Roles and Duties

- Assist in leading weekly discussion in person and over posts thread to the topic of the syllabus.

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- Hold three office hours weekly to meet with students to discuss their final projects and to provide them with constructive feedback on their academic performance.
- Post materials related to students' academic development available services at the University of Colorado Denver campus.
- Conducting two lectures per semester related to the Political Science basic theories and political concepts.
- Assist grading the students' monthly and final assignments and providing constructive feedback on improvement opportunities.

Peer Assistant-UNIV 1110 classes

2022-2023

Classes included-UNIV 1110- 020(26 students), UNIV 1110-E17 (29 students) and UNIV 1110 006 (15 students) (+45 hours)

Roles and Duties

- Attended a weekly lecture and monitored class attendance.
- Created weekly posts on Canvas documenting social activities and events held at UC Denver campus.
- Conducted one-on-one, 30 minutes meetings with students to discuss their progress with their college experiences and provide constructive feedback on their performance.
- Present at least Two skills workshops per semester to the students in your FYE course. Topics include wellness, time management, study skills, or campus resources
- Prepare a goody bag to students at the end of the semesters

Executive Director Assistant to Colorado Drivers COOP

2021-2022

Roles and duties

- Community outreach to recruit and hire new drivers member to the cooperative reached 150 driver members
- Plan, arrange and participate in cooperative orientation and events to the new drivers
- Built, monitor and operate the cooperative activities and news on the social media such as WhatsApp, Facebook and X
- Attend the cooperative weekly and monthly meeting to discuss the future step and progress achieved with the structure of the cooperative.

Peer Advocate Leader (PAL), Students Mentor UC Denver

2020-2021

Completed 75+ hours leadership training

Roles and duties

- Attend all trainings, leadership, supervision, and professional development meetings
- Regularly document contact with students throughout the semester via a contact log
- Organize and facilitate one-on-one meetings with mentees
- Manage a semester budget of \$50-250 by planning and organizing social and academically focused events for mentees
- Mentor and assist students with their transition to CU Denver by collaborating with a CU Denver FYE instructor/faculty member and the Executive Director of FYE

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- Meet regularly with other peer mentors (small group) to discuss personal and professional development, and to coordinate and plan weekly engagement opportunities for students. Hold weekly office hours (8am-5pm Monday through Friday) in the PAL Lounge based on your student schedule to meet your mentees, create weekly announcements, and plan events for your mentees.

Peer Mentor- TRIO SSS, University of Colorado Denver *spring semester of 2022*

Mentoring 15 low-income, first-generation students during the.

Roles and Duties

- Two one-on-one meetings per semester to monitor and facilitate their academic and personal development.
- Guided and informed the students to the campus resources available to support their growth.
- Administrative role, where I meticulously documented the students' academic progress and nominated them for the program scholarship.

Intern at Colorado Capitol with Senator Kerry Donovan D- Colorado; Spring semester 2022

Roles and duties

- Responsibilities included legislative research, composing briefs and reports, and meeting with constituents.
- Collaborated with the Senator on drafting legislative bills, including SB22-148, SB22-105, and SB22-104, by conducting research and providing policy recommendations.
- Attending committee hearings that provided firsthand insights into the legislative process.
- Collaborated with Senator's staff, handling constituent inquiries, drafting responses, and coordinating events, enhancing communication and organizational skills.

HONORS & RECOGNITION

- Outstanding Undergraduate, Fall 2023 – University of Colorado Denver.
- Dean list 2021-2023. Maintained a GPA above 3.975 for nine consecutive semesters.
- Chancellor Lesh-Laurie Scholarship 2021-2023

REFERENCES

Available upon request