

HEBA ISSA

Director

SOCIAL

@HebaVsReason
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732-822-9686
New Jersey (Currently
Relocating)

PROFILE

I am a project manager and writer seeking a full-time position in the field of organizational development and program coordination, where I can apply my knowledge and skills for continuous improvement. I have experience in non-profit management and community organizing, developing strategies that drive communities to success. I currently work as a freelance writer and content creator for my own personally curated, decade-old, lifestyle blog, that reaches thousands of readers.

PROFESSIONAL EXPERIENCE

Resident Director
Showa
2009 – 2010

- Utilized organizational and public speaking skills to create and present hall programs to educate residents about critical issues.
- Provided paraprofessional advising to undergraduate students.

Development Director
CentrePeace
2009 – 2010

- Documented success in coordinating donor cultivation, stewardship and recognition activities.
- Committed to ensuring proper internal management of all fundraising activities for various development projects.

President
SJP
2006 – 2008

- Designed, implemented and led organizational strategy in local operational and national context goals and objectives.
- Oversaw and managed the schedules of 20+ volunteers.

Fundraising Coordinator
Life for Relief & Development
2006 – 2007

- Raised nearly \$1 million worth of medical supplies for victims of war-torn regions by actively planning benefit concerts in cooperation with local religious communities.
- Assessed event budgets, drafted reports and recommended changes in relation to overages and shortfalls.
- Supervised 30 volunteer fundraisers, as well as developed and maintained their schedules.

Operations Director
SIFE
2004 – 2005

- Established the administrative work procedures for tracking staff's daily tasks.
- Won an award at a SIFE Regional Conference for events targeted at female, minority business entrepreneurship in developing nations.

EDUCATION

SKILLS

Leadership
Communication
Blogging
Strategic Planning
Visual Presentations
Public Speaking
Arabic

2013 - 2015

Master of Arts in Middle East and Islamic Studies
University of Exeter

2010 - 2012

Master of Arts in Liberal Studies
Dartmouth College

2004 - 2008

Bachelor of Arts in Journalism
Penn State University