

Rakiya Witwer

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Very disciplined and highly skilled Social Welfare Major and Global Poverty and Practice Minor with an experience in advocacy, social justice, case management. Specialized in Homelessness and Refugee Resettlement

Summary of Skills

- Excellent Customer Service
- Great attention to detail
- Microsoft word
- Excellent public speaking skills.
- Excellent management Skills.
- Research
- Grant Writing
- Atlas.ti coding specialist.
- Multi-lingual
- Excel, PowerPoint

Education-

University of California	Berkeley, California, USA
<i>Bachelor of Arts Social Welfare</i>	<i>August 2015-May 2017</i>

Berkeley City College	Berkeley, California, USA
<i>A.A Liberal Arts/Social and Behavioral Science</i>	<i>August 2012- May 2015</i>

Work Experience

International Rescue Committee	Oakland, California, USA
<i>Economic Empowerment Intern</i>	<i>August 2016 – Present</i>

- Assisted Clients with resume building and Job searches
- Coordinated delivery of in-kind donations
- Accompanied clients to job interviews
- Prepared clients for job interviews
- Advocated clients with local businesses
- Assisted with English language training classes

Double Rainbow Café	San Rafael, California, USA
<i>Shift Manager</i>	<i>September 1997- June 2001</i>

- Managed a team of 8 people to in a fast paced café
- Coordinated food and inventory orders
- Created work schedules for all employees
- Prepared daily banking deposits

Peter Thomas Hair Design

Hairstylist

Berkeley, California USA

June 2004- March 2007

- Cut and colored clients hair
- Created elaborate hairstyles for weddings
- Created beautiful make for weddings and other events

Marianne's Boutique

Sales Associate

San Rafael California, USA

June 2001-May 2004

- Created window displays for the boutique
- Stocked merchandize in the store
- Assisted customers with merchandize
- Performed sales and excellent service to clients
- Prepared daily bank deposits

Community Service and Leadership

Research Assistant at University of California Berkeley

- Assisted with research about delaying child marriages in Nigeria
- Analyzed and coded qualitative data
- Translated and transcribe fieldnotes from Hausa to English
- Contributed memos for the final documents

Coordinator, Lobby Days Coalition University of California

- Organized a bake sale for fund raising
- Liaised with NASW in Sacramento
- Execute tasks in preparation for Lobby Days 2017
- Organized meetings in preparation for Lobby Days

Volunteer at Albany Senior Center-Meals on Wheels.

- Delivered meals to homebound senior citizens.
- Coordinated and planned once a month group birthday celebrations

Volunteer at Cornell Elementary School Library.

- Assisted with stocking and archiving
- Read at story time with 2nd grade class.
- Organized and coordinated the annual Book Fair

Volunteer at Friends of Albany.

- Collected and sold books to help raise money for the library.

- Assisted with archiving and library management.

Volunteer at Berkeley Food and Housing Project

- Coordinated food preparation.
- Organized and set up tables.
- Organized cleanups and close downs

Extracurricular Activities

- San Francisco Bay Area Food Allergy Network -Advocating for food safety laws in California.
- Global Citizen- advocating to end poverty in the new millennium.
- Fitness- Zumba, Cooking and Reading