

Mannal H. Babar

mannalbabar06@gmail.com ▪ Washington D.C. ▪ 240-601-2786 ▪ <https://www.linkedin.com/in/mannal-babar103/>

EDUCATION

Rutgers, The State of University of New Jersey (GPA: 3.69)

May 2020

Bachelor of Arts in History (Major GPA: 4.0)

Bachelor of Arts in Political Science (Major GPA: 3.8)

Bachelor of Arts in Journalism & Media Studies (Major GPA: 4.0) | Minor in Women & Gender Studies

Graduated with Honors in all 3 degrees

- Institute for Women's Leadership Scholar 2019
- National Women & Gender Studies Honor Society (Iota Iota Iota) 2019
- Speaker for Dr. Jewel Plummer Cobb S.T.E.A.M Women's Empowerment Conference 2019
- Community Leadership, Action and Service Fellow (Rutgers CLASP) 2018
- Institute for Research on Women (Podcasting Seminar) Teaching Assistant 2017

EXPERIENCE

Editor, Staff Writer and Reporter

New Brunswick, NJ

The Daily Targum

September 2019 – January 2021 (25 hrs/week)

- Edited 5 stories a day on average for digital platform on politics, policy, business, media topics
- Wrote, Published 4 stories per week under strict deadlines while interviewing sources
- Responsible for assisting senior staff in managing editors and interns

Store Manager

New Brunswick, New Jersey

Elevation Burger

September 2019 – May 2020 (35 hrs/week)

- Delivered exceptional customer service tailored to the orders and needs of every customer
- Prepped food, cleaned kitchen and adhered to federal health and food regulations
- Ensured all transactions were processed accurately and cash register was balanced at shift end
- Maintained a friendly and enthusiastic demeanor when working the floor
- Conducted employee training, talent development and guided new employees in basic tasks

Policy and Communications Intern

Washington D.C.

Feminist Majority Foundation

June 2019 – August 2019 (40 hrs/week)

- Drafted fact sheets and social media content on global reproductive rights and spearheaded reproductive rights project
- Provided research, evidence-based memos and policy recommendation for education advocacy reports
- Attended Congressional hearings on Capitol Hill, wrote summary memos, and compiled program reports
- Wrote weekly for the Feminist Newswire which has an audience of 50,000 weekly readers
- Maintained regional donor and alumni database of over 30,000 contacts on behalf of FMF, FM, and Ms. Magazine

Communications and Administrative Intern

New Brunswick, New Jersey

Manavi

December 2018 – May 2019 (25 hrs/week)

- Wrote for organization's website and informationals on domestic violence resources in English and Urdu
- Answered phone calls, emails and maintained contact lists for senior management
- Coordinated and scheduled meetings with partnering organizations when planning for Annual Fundraiser for fighting violence against women

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Social Media Manager & Marketing Associate

New Brunswick, New Jersey

EatStreet

September 2018 – February 2019 (25 hrs/week)

- Posted and Managed all social media accounts like Instagram, Twitter and Facebook for organization
- Created social media PR campaign and distributed promotional material for seasonal deals and promotions
- Maintained partnerships with local organizations, restaurants and partners

Studio Assistant

New Brunswick, New Jersey

Rutgers I-TV Studio

September 2018 – December 2018 (15 hrs/week)

- Assisted on full 30 minute show featuring guests and hosts from Rutgers community
- Used audio hardware to mic talent for multiple shows while helping with recording location sound on set
- Operated studio cameras for specialty shots while collaborating with Lighting crew
- Brainstormed and pitched creative concepts for adding to the story through sound and music
- Wrote AV script for two shows, designed graphics in Chyron and programmed teleprompter

Administrative Intern & Tutor

Highland Park, New Jersey

Interfaith-RISE (Refugee Center)

July 2018 – September 2018 (40 hrs/week)

- Taught English grammar and language to refugee families, immigrants and youth (ages 12-17)
- Tabulated and structured all official documents in addition to filing client paperwork related to government benefits
- Assisted I-RISE directors with 10 asylum applications for incoming refugee families and migrants
- Translated verbal communications between Urdu, Arabic and Hindi-speaking and English-speaking parties

Communications Intern

Islamabad, Pakistan

U.S State Department – Student Foreign Service Fellowship

September 2017 – May 2018 (20 hrs/week)

- Wrote articles on first-generation college experience, copy for Facebook posts and email
- Compiled administrative files on program alumni for supervisor

Human Rights Campaign

Washington D.C.

Grassroots Organizer

June 2016 – August 2017 (40 hrs/week)

- Canvassed for Equality Bill by working with local organizations and fundraising at community events
- Organized meetings with canvassers and employees on LGBTQ rights and safety protocols
- Fundraised over 2k for weekly average, trained interns and worked in a fast-paced busy office environment

7-11 Franchise

Accokeek, Maryland

Store Manager

June 2015 – June 2016 (30 hrs/week)

- Ensured all audit, franchise, security policies and procedures and federal regulations were followed
- Audited and follow up with customers, vendors, clients and tenants by email to maintain proper tracking system
- Responsible for all transactions being processed accurately and cash register being balanced at shift end
- Dealt with customer complaints, queries and communicated with head office
- Trained and supervised new employees while managing a team of 3-4 individuals

7-11 Franchise

Campsprings, Maryland

Sales Associate

January 2014 – May 2015 (30 hrs/week)

- Demonstrated warmth, friendliness undivided attention to customers in every interaction
- Processed quick & flawless transactions within established policy, procedures & operational excellence
- Organized and maintained office inventory
- Welcomed customers, establish rapport, and proactively engaged in conversation about current deals and answered any questions politely

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- Enrolled customers into our rewards programs and complete other up-sell sales initiatives as tasked
- Handled cash, credit/debit transactions while working the floor and cash register

LEADERSHIP, VOLUNTEER & TEACHING EXPERIENCE

Teacher, Administrative Director & Co-Founder

The South Asian Empowerment Coalition

New Brunswick, New Jersey

September 2019 – February 2021 (25hrs/week)

- Monitored organization's budget and partnered with NYC-based non-profits promoting economic security
- Designed, implemented and facilitated 8-week financial literacy workshop to a cohort of 20 women
- Taught 3 bi-monthly workshops dismantling cultural stigmas in the South Asian community around women's issues
- Curated social media strategy and published digital content for Facebook, Instagram and Twitter platforms
- Wrote copy for email, newsletter and digital advertising

Research & Teaching Assistant

Institute for Women's Leadership Scholar's Program

New Brunswick, New Jersey

August 2018 – May 2020 (10hrs/week)

- Helped prepare and facilitate subject specific lesson plans while assisting college students in class assignments
- Compiled primary and secondary sources through historical archives on South Asian history in New Jersey
- Provided support for Women & Gender Studies department Professor in drafting power point presentations and memos assisting on their research on India's Dalit community

Editor In Chief, President

The Voice Magazine

New Brunswick, New Jersey

September 2018 – May 2020 (25 hrs/week)

- Developed creative strategy for magazine and executed by designing content in Adobe In-Design and Photoshop
- Wrote copy for emails, social media posts, digital advertising and online blog
- Taught bi-weekly creative writing workshops to a group of 13 first and second year college students
- Drove Instagram and Facebook engagement up by 25% with new copywriting strategy and scheduled content

Teacher & Human Rights Committee Chair

BlueFoot Print Project

New Brunswick, New Jersey

January 2018 – May 2020 (15 hrs/week)

- Wrote guidelines and curriculum to teach a seminar on environmental racism and justice to 30 students
- Wrote, Edited and Published 10 reports that summarized human rights issues in Sub-Saharan African and Middle East
- Taught weekly coalition building seminars and presented on topics like environmental racism & human rights abuses
- Coordinated with media team to restructure website, organize content calendar and improve user traffic

SKILLS

- **Languages:** Urdu, Hindi, Punjabi, Arabic, Spanish
- **Technical:** Microsoft Office Suite, WordPress, WIX, Zoom, Canva, Adobe Creative Suite (InDesign, Photoshop, Premiere Pro, Audition), Project Management (CAPM), YouTube, MailChimp, Google Analytics, Basic HTML, managing listservs

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REFERENCES

Name: Sasha Taner (Rutgers University – Institute for Women’s Leadership Director)

Relationship: Professor and Advisor

Email: sdwood@rutgers.edu

Phone Number: (848) 932-8458

Name: Killian McDonald (Stanford Law School)

Relationship: Former Internship supervisor (Feminist Majority Foundation)

Email: killianm@stanford.edu

Phone Number: (803)-873-7602

Name: Erin Gistaro (Democratic Legislative Campaign Committee)

Relationship: Mentor & Former Supervisor

Email: eringistaro@verizon.net

Phone Number: 703-740-7799