



## PROFILE

---

Organized administrative professional with extensive experience in managing operations, coordinating programs, and supporting dynamic teams. Expertise in database management, report preparation, and client service, with a focus on accuracy, efficiency, and confidentiality. Skilled in cross-departmental collaboration and delivering high-quality service to diverse communities.

## WORK EXPERIENCE

---

### Dietary Coordinator

*Cambridge Estate, St. John's*

*Sept. 2023 – Present*

- Engaged with residents to gather feedback on meals and address preferences or concerns.
- Ensured compliance with health and safety regulations related to food services.
- Collaborated with healthcare staff, including physicians and dietitians, to address dietary needs.

### Developer Expert

*Smiling Land Farm, St. John's, NL*

*June 2021 – Feb. 2023*

- Supported greenhouse staff in plant growth and propagation initiatives.
- Prepared reports, presentations, and program documents to highlight project outcomes.
- Acted as the primary point of contact for clients, addressing inquiries and providing resources.
- Scheduled and coordinated appointments, meetings, and events for seamless team collaboration.
- Conducted data collection and field monitoring for specialized projects, including pest control strategies.

## **Settlement Services Assistant**

*Razavi Pilgrimage Town, Mashhad, Iran*

*Sept. 2009 – Apr. 2016*

- Managed administrative tasks for settlement processes of visitors from Afghanistan, Iraq, and Qatar.
- Liaised with government agencies to ensure compliance with settlement requirements.
- Assisted visitors with accommodation procedures, serving as a bridge between them and authorities.
- Maintained accurate and confidential records for immigration cases and work permits.

## **Administrative Coordinator (Freelance Projects)**

*KWS & Florimond Desprez, Sales seed company, Mashhad, Iran*

*Mar. 2017 – Mar. 2019*

- Analyzed data to produce comprehensive reports and evaluations.
- Crafted tailored communications for internal and external stakeholders.
- Streamlined administrative processes to enhance marketing team efficiency.

## **EDUCATION**

---

- **Master of Science (M.Sc.) in Agronomy**

*IA University, Mashhad, Iran — 2012*

- **Bachelor of Science (B.Sc.) in Agronomy**

*IA University, Mashhad, Iran — 2006*

## SKILLS

---

- Detail-oriented with strong organizational and time-management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and database management.
- Strong written and verbal communication; experienced in report preparation and presentations.
- Proven ability to collaborate with diverse teams and external organizations.
- Comprehensive knowledge of refugee, immigrant, and newcomer resettlement processes.

## LANGUAGES

---

- **Fluent:** English,
- **Native:** Persian, Dari
- **Beginner:** Arabic

## VOLUNTEER EXPERIENCE

---

### Vice President

*MUN Iranians Association*

*Sept. 2022 – Sept. 2023*

- Organized cultural and social activities to foster community engagement.
- Supported new students by providing tailored resources on MCP cards, driver licenses, and more.

### Executive Committee Member

*E-Commerce Conference (Student Activity)*

*June 2004*