**Fatima Hussaine**

*Philadelphia | PA |*[*fatima.hussaine@temple.edu*](mailto:fatima.hussaine@temple.edu)

**EDUCATION**

Temple University – Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration***May 2026

Dual Major: Management Information Systems & Risk Management and Insurance | GPA: 3.98

Community College of Philadelphia, Philadelphia, PA

***Associate of Arts*** May 2023

Major: General Business | GPA: 4.0

**HONORS AND AWARDS**

Honors: Community College of Philadelphia Honors**,** Phi Theta Kappa Honor Society

Awards: Dual Admissions Scholarship, Merit Scholarship, Dean’s List for Fall of 2024

**EXPERIENCE**

Zhang Sah Martial Arts, Philadelphia, PA November 2024 – Present

***Team Leader***

* Assist academic and creative development for children in a martial arts-focused after-school program
* Ensure a safe and inclusive environment during play, intervening when necessary to prevent conflicts or accidents
* Communicate regularly with parents about the child’s progress and areas for growth
* Collaborate with colleagues to maintain smooth program operations and share ideas for improvement

Spectrum Community Health Services, Philadelphia, PA July 2018 – August 2024

***Certified Medical Assistant***

* Assisted healthcare professionals at Community-based care in providing primary care to 40+ patients daily
* Recorded and updated medical histories and contact information in patient files
* Scheduled, update, and manage patient appointments using Athena Health platform
* Managed patient check-in process and performed vitals to the ready patient for the provider

Paris Gallery, Kula Lumpur, Malaysia

***Supervisor*** April 2016 – February 2017

***Customer Service Associate*** April 2015 – April 2016

* Managed retail staffing operations for a luxury perfume store serving 35+ customers daily
* Used efficient inventory management techniques to display, organize, and store products
* Monitored and supervised team members to perform appropriate tasks and ensure efficient operations
* Trained 10+ staff members on store policies, procedures, and inventory guidelines

**PROJECT EXPERIENCE**

***Personal Brand Video,*** *Digital Systems* February 2023 – April 2024

* Utilized technology to record personalized a brand video to showcase experience and professional references
* Developed script, compiled and edited content to visually represent personal brand using the technology platform

**CERTIFICATIONS**

***First Aid & CPR Certified***, American Red Cross March 2026

***Introduction to Generation AI with GPT***, LinkedIn learning December 2024

***Python for Non-programmers***, LinkedIn learning November 2024

***Spreadsheet Modeling 2013 Online Course***, Harvard Business Publishing August 2024

**SKILLS**

Software: Microsoft Word, Excel, PowerPoint

Languages: Native proficiency in Dari | Intermedia proficiency in Farsi, Hindi, and Urdu