

2363 Raven Hollow Rd  
State College Pa, 16801

# Faheem Khaja

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## EDUCATION

### **The Pennsylvania State University**

- Expected Graduation date: May 2009
- **Dean's List:** Fall 2005, Spring 2006
- GPA: /4.0

## LANGUAGES

English, Persian

## WORK EXPERIENCE

### **The Pennsylvania State University Library Reference Assistant**

- Aid patrons in the use of Regular Reserves and Electronic Reading System to meet the academic, information, and research needs of patrons in the most effective manner.
- Instruct users in the use of electronic and print information sources and the electronic catalog.

### **The Pennsylvania State University Information Technology Assistant**

- Provide assistance to patrons at the reference desk in the circulation of library materials and laptops. Perform other circulation procedures as needed.
- Maintain statistics on library attendance, use of library materials, services, and laptops.

### **The Pennsylvania State University Teaching Assistant**

- Facilitated SOC 119 discussion groups to foster an open, unscripted conversation between students on the issue of race and ethnic relations in our society.
- In the process, I worked to build mutual understanding, multicultural competence and broadened the dialogue itself.

### **MBNA Marketing Systems Inc. Account Specialist**

- Attained and maintained customer's accounts via telephone.
- Drove account balance growth by marketing and selling promotional rates and offers.
- Received MBNA's highest sales award in my division.
- Received distinction award in customer interaction.
- Developed excellence in extensive knowledge of corporate banking.

## HONORS AND ACTIVITIES

- The Pennsylvania State University Mock Trial Association
- National Society of Collegiate Scholars (NSCS)
- Phi Eta Sigma National Honor Society
- The Pennsylvania State University Muslim Student Association
- Vice President of Peoples Forum -cofounder
- Vice President of Diversity Committee
- Student Government Class Representative.
- Student Government Constitutional Revision Committee
- State College Area School District Mock Presidential Election
- Future Business Leaders of America (FBLA)
- Academic Decathlon
- Youth For A Change Club- Activity Coordinator
- Soccer Manager
- National Youth Leadership Forum on Medicine Honor
- World Affairs Seminar Honor
- State College Area High School Social Studies Department Award

**University Park, PA**

**University Park, PA  
Aug 2006- Present**

**University Park, PA  
Aug 2005- Aug 2006**

**University Park, PA  
Jan 2006-May 2006**

**State College, PA  
June 2004-Sept 2004**

