



Nimrah Saeed, B.S.
Volunteer

CURRICULUM VITAE

EDUCATION

M.H.A., Rutgers University, Bloustein School of Planning and Public Policy, PENDING
B.S., Public Health, Rutgers University, Bloustein School of Planning and Public Policy

TRAININGS/CERTIFICATIONS

Youth Mental Health First Aid USA Certification, National Council for Mental Wellbeing

EXPERIENCE

Program Coordinator, Rutgers University, Department of Women's, Gender, and Sexuality Studies New Brunswick, NJ, 2022-Present
Developing, managing, marketing, and maintaining a department-wide social media presence and communication plan. Preparing and maintaining records, statistics, and reports pertaining to admission and graduation.

Advocacy Coordinator, AdvocacyNJ, Skillman, NJ, 2021-2022
Key team member assisting senior staff, clients, and outside professionals in a thriving practice. Managed the retrieval, analysis, and review of confidential client documents, and electronically stored information under HIPAA compliance.

Communications Strategist, Virtue Mental, Monmouth Junction, NJ, 2020-2021
Collaborate with clients and partners to develop successful communication strategies. Follow behavioral health industry and financial trends in assessing impact of communication plans.

Public Policy Intern, Hyacinth AIDS Foundation, New Brunswick, NJ, 2020
Generated policy focused "call to action" reports and communication campaigns for social media. Drafted letters to political figures and policymakers about HIV/AIDS efforts. Distribution and teaching efforts regarding PrEP and PEP in Middlesex County, NJ. Contributed to content development, content delivery, & logistics for AIDSWatch 2020 conference.

VOLUNTEER/PROFESSIONAL AFFILIATIONS

Volunteer, AdvocacyNJ, Skillman, NJ 2022-Present
Manage the retrieval, analysis, and review of confidential client documents, and electronically stored information under HIPAA compliance.

Clinical Volunteer, North American Disease Intervention NADI, New Brunswick, NJ, 2018-2020

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Assist in running health care clinics for local underserved communities. Perform and record vital exams information.

Volunteer, Embracing Hospice Care, Princeton, NJ, 2017-2019

Create daily activities and engaging plans with Alzheimer's patients. Chart and report to doctors and nurses on behavioral observations.