

# AAMINA MOHAMMED REEZA

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## EDUCATION

**Bernard Baruch College**- New York, NY

- B.A., Political Science and Government, Minor in Communications

## WORK EXPERIENCE

**New York Eastern District Court, Court Operations Specialist**, Brooklyn, NY

July 2024- Jan. 2025

- Collaborated with the Clerk of the Court to process attorney reimbursements, including reconciling checks and addressing issues related to stolen checks.
- Coordinate the handling of Multidistrict Litigation (MDL) cases, tracking filings and adhering to court directives.
- Enter and update case information into the docket system, ensuring correct automated entries and scheduling of new cases.
- Facilitate the appeals process by organizing essential case materials, including transcripts and briefs, for timely submission to appellate courts.
- Maintain accurate records, file documents on time, and perform quality control on CM/ECF data.
- Track case procedural steps and coordinate with judges on scheduling and case updates.

**Baruch Political Science Department, Student Aide**, New York, NY.

Feb. 2022 - May 2024

- Provided comprehensive administrative support to the Political Science department, including managing calendars, scheduling appointments, and maintaining confidential records with meticulous attention to detail.
- Coordinated logistics for departmental events, ensuring seamless execution and fostering positive interactions among faculty, staff, and students.
- Created flyers and promotional materials for events hosted by the Baruch Political Science Department, using design software.

**Mayor's Office of Contract Services, Communications Intern**, New York, NY

July 2023 - Aug. 2023

- Played a key role in the strategic management of the agency's social media platforms, crafting engaging content and implementing targeted campaigns to amplify the organization's message and reach.
- Conducted thorough media monitoring and analysis to track industry trends and public sentiment, providing valuable insights to inform communication strategies and decision-making processes.
- Assisted in the creation of compelling external communications, including press releases, newsletters, and promotional materials, adhering to brand guidelines and maintaining consistency in messaging.

**State Senator Jessica Ramos, Intern**, Queens, NY

July 2022 - Aug. 2022

- Demonstrated exceptional organizational skills in managing constituent inquiries and community-based issues, effectively triaging and escalating concerns to ensure timely resolution and constituent satisfaction.
- Coordinated logistics for community events and town halls, liaising with vendors, securing venues, and managing event schedules to facilitate meaningful engagement and dialogue between constituents and elected officials.
- Conducted in-depth research on legislative issues and policy proposals, synthesizing complex information into concise summaries and briefing materials for use by legislative staff and stakeholders.

**Baruch Political Science Internship Program, Research Assistant**, Remote

July 2021 - Aug. 2021

- Provided valuable support to faculty members and program coordinators in conducting research projects, including data collection, analysis, and interpretation, contributing to the advancement of scholarly inquiry within the field of Political Science.

**Mark Levine for Manhattan Borough President, Intern**, Hybrid

March 2021 - June 2021

- Engaged in various campaign activities, including phone banking, canvassing, relational organizing, and fundraising efforts, to support the Borough President's campaign and initiatives, demonstrating a commitment to civic engagement and community empowerment.

## SKILLS:

- Knowledge of CJA, MDL, and appeals processes for effective case management.
- Strong multitasking skills for managing multiple cases efficiently.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and experienced in utilizing Google Workspace applications for collaborative document management and communication.

- Strong analytical and research skills, with a proven ability to gather, analyze, and synthesize information from diverse sources to inform decision-making processes.
- Excellent written and verbal communication skills, with a demonstrated ability to communicate complex ideas clearly and persuasively to diverse audiences.
- Familiarity with social media management tools and techniques, including content scheduling, analytics tracking, and audience engagement strategies, to enhance brand visibility and audience engagement.