

Suheir Alaskari

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PROFESSIONAL HIGHLIGHTS

- 8+ years of relevant experience in Diversity, Equity, and Inclusion
- Master's Degree in Policy, Planning, and Management from USM, Muskie School of Public Policy, May 2020
- Delivered 60+ public speeches and trainings in multiculturalism management and integration policies.
- Active Multi-Cultural citizen with international experience and background from Middle East, Europe, and U.S.
- Co-Chair of the first USM Staff and Faculty of Color Association and awarded 2020 Contribution to Campus Diversity Student Leadership Award
- Proficient in reading/writing/speaking Arabic, Swedish, and English
- Planned career advisory services and Interviewed 200+ individuals from marginalized communities in private and public projects and organizations.
- Cross- Cultural and interpersonal skills, adaptability, and high flexibility from working and living all over the world.
- Founded and managed Non- Profit institute about Diversity, Equity, and Civic Engagement and trained minorities to join the new democracy in Iraq
- Trained 80+ women in Baghdad, Stockholm, and Maine on Self-Efficacy, labor market engagement and integration

PROFESSIONAL EXPERIENCE

Aug 2019- Present

USM Career and Employment Hub, Portland, Maine

Student Employment Specialist

- Solicit and advocate for student employment positions and ensure equitable hiring process
- Direct, create, and conduct training workshops for supervisors and student employees.
- Participate in applicable on-campus events for prospective and current USM students.
- Responsible for the Student Employment website, handbook, correspondence, and publications. Ensure that information remains current, consistent, and compliant with federal and institutional regulations.
- Coordinate with the Financial Aid Office, Payroll, and the Human Resources Office to provide proper oversight of the student employment program

Prosperity ME and In Her Presence, Charting Your Course Program Portland, Maine

Public Policy Intern

Jan 2020- May2020

- Research existing integration projects and academic theories about money management and career pathways for immigrant women.
 - Identify Self-Esteem assessment tools and evaluate the curriculum materials
 - Design and plan the evaluation process and tools to assess phase one of the projects, the lectures, the teachers, and the understanding of the class attendees
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USM Career and Employment Hub, Portland, Maine

Aug 2018- Aug 2019

Graduate Assistant

- Guided students in developing critical professional skills, e.g., resume and cover letters
- Advised students/ Alumni about relevant career options, employers, and career trends
- Plan the first Networking event for USM graduate students
- Developed and implement a systematic process for The Maine Economic Improvement Fund (MEIF)/ Career Exploration Across Sectors (CEAS) Internship Program
- Joined the Employer Relationship Managers to host sites and work with them to identify employers and interns needs
- Maintained and updated MEIF/CEAS reports, handbooks, and manuals
- Established and maintain interpersonal relationships between the hub, faculty members, academic advisors, and USM students
- Provided high impact advisory services about studying and working locally and internationally.

The Hanging Gardens Newspaper, Portland, Maine

Nov 2015- Dec 2017

Cross Cultural Researcher, Co-Founder

- Developed and write articles about “How to Get a Job” in Maine in Arabic.
- Educated Arabic speaking communities about civic engagement and democracy
- Identified and resolve conflicts related to the meanings of behaviors, culture, or professional practices
- Trained guided high school New Mainers about Maine’s history and Higher Education system in the US.
- Wrote articles in Arabic about racial profiling and cultural competency

Swedish Government Public Employment Agency, Sweden

May 2016- Jan 2018

Integration Resources/ Immigrants Recruiter

- Designed individual career advisory plans for more than 80 immigrants per month
- Trained 80 + women on integration, start up a business, and cross-cultural management
- Educated the new arrivals about their rights and obligations by conducting training courses, awareness sessions, and presentations.
- Managed Foreign Credentials process for more than 300 job seekers
- Prepared 100 + job seekers for online and in- person interviewing process
- Worked extensively on training programs for job seekers, drafting of training agendas, performing logistical support, creating and maintaining databases, and conducting training performance evaluations.
- Build a strong relationship with 40 + employers in the city and provided outreach and communication tools.
- Organized and managed 30+ job fairs and speed networking events for marginalized workers

JKF UTBILDNING AB, Sweden

Aug 2015- Dec 2016

Taxes and Commercial-Law Course Assistant

- Planned assignments for the taxes and Commercial Law course
- Evaluated the company online courses materials and efficiency

- Designed and created systems for different products, such as Time Management Software

Skanderna Consulting, Sweden

Apr 2013- Jul 2015

Students HR Manager

- Structured the hiring process and managed hiring-related paperwork for students
- Informed job applicants of details such as duties and responsibilities, benefits, and promotion opportunities
- Trained students on short term project and supervised their performance
- Provided technical assistance to building local capacity in communication between stakeholders and companies

Mälardalen University, Sweden

Summers 2012 &2013

Students Engagement Representative

- Promoted International Business Management Bachelor program through Telemarketing campaigns to high school students and marginalized communities
- Visited 10+ high schools and promoted the university
- Managed to increase the admission rate by 36%
- Worked in orientations days and open house days, talked to students and families about the university and different programs and encouraged them to apply

United State Agency for International Development USAID, Iraq

Feb 2007- Jan 2011

Communications and Outreach Manager

- Managed the establishing of the visual identity of the project
- Supervised the preparation of the project's leading communication and outreach tools
- Developed communication and outreach strategies to provide the project stakeholders with relevant information about the project activities
- Worked closely with the Project Monitoring, Evaluation & Information Management team in designing and disseminating various information materials in conjunction with the Public Affairs Office of the USAID Mission in Iraq, other project stakeholders and partners
- Trained microfinance loan officers on customer acquisition and customer services
- Provided technical assistance to building local capacity in communication, outreach, and inclusion among the staff of the project and the regional counterparts
- Coordinated, managed, and evaluated program components, including training and capacity building, technical assistance to small business entrepreneurs, banks, as well as a non-governmental organization (NGOs), and community outreach

Iraqi Free Observer Organization for Children Human Rights, Iraq

Jan 2003- Jul 2005

Co-Founder

- Managed and conducted awareness campaigns about children rights
- Planned and organized the community, local orphan houses, and hospitals
- Delivered presentations about Children rights and education quality

Iraqi Democratic Institute for Diversity, Equity, and Civic Engagement, Iraq

Sep 2003- Jan 2007

Founder and Manager

- Trained minorities on joining the new government in Iraq
- Delivered intensive training about inclusion and diversity in building the democratic system
- In support of the outreach efforts, gave a series of speeches (focusing on Non-Muslim minorities inclusion and diversity) to local communities as well as to high-level dignitaries in U.S. Government (USG) and Government of Iraq (GOI)
- Worked closely with community leaders to train them on civic engagement

EDUCATION

University of Southern Maine, Portland, Maine Expected May 2020
Muskie School of Public Service
Policy, Planning, and Management Master Program

Mälardalen University, Västerås, Sweden May 2016
Bachelor of Science in Business and Economics

Baghdad University, Baghdad, Iraq May 2002
Bachelor of Science in Microbiology

EDC Paris Business School, Paris, France Sep 2014 June 2015
Exchange studies

Relative Coursework

Strategic Analysis, Applied Policy Analysis, Governance, Democracy, Public policy, Intercultural Communication, Cross-Cultural Management & Leadership, and Public Speaking

Training

- HR Management Training- United States Agency for Economic Development USAID
- Comfortable with Microsoft Office, Google Suite, and Wrike
- FERPA Training - UMS AY 2019/20
- Basic Safety Training - UMS AY 2019/20
- Sexual Harassment Training for Maine Employees - UMS AY 2018/19
- Safe Zone Training- USM 2019
- Green Zone training- USM 2019
- HR Management and Cross-Cultural advising Training, Swedish Government Public Employment Agency 2016
- Racial Equity Institute- Phase one Training 2019
- Empower the Immigrant Woman Inclusive Democracy and Civic Engagement: The Next Generation Conference- 2019
- Timothy B. Hussey Leadership Institute Conference- 2020
- American University Summer Institute on Education, Equity and Justice Conference- 2020

Affiliations/ Membership

- Advisory team of Portland City/ The Office of Economic Opportunity- Member
- Muskie School Students Organization USM- Representative

- USM Graduate Student Board and Network- Community Chair
- USM Intercultural and Diversity Advisory Council, IDAC- Member
- USM Antiracist, an institutional reform group of students, faculty, and staff- Co Founder and Member
- USM Intercultural and Diversity Advisory Council HR- Subcommittee- Member
- Mälardalen University students in Sweden- Students Mentor
- National Association of Colleges and Employers- Member 2019
- UMaine Women in Academia nominated student – Attendee
- United Nations Model of EU, Paris- Students Mentor
- USM Staff and faculty of Color Committee- Co-Chair
- USM Common Read “How to Be an Anti-Racist” group discussion- Facilitator
- USM Corporate Partners event “Recruitment & Retention: New Ways to Think About Maine’s Workforce – Speaker
- USM Intercultural and Diversity Advisory Council Curriculum Audit Subcommittee-Member

Personal Diversity, Equity, and Inclusion Projects

- Co-founded and organized Race, Diversity, and Gender Conversation Series at Muskie School of Public Service. Hosted 14 policymakers from Maine and New Hampshire to educate students about Maine’s history and politics
- Interviewed Congresswoman Chellie Pingree to learn about politics and immigration policy in Maine
- Co -Chair of USM Staff and Faculty of Color Association to mobilize against racism in higher education and Maine
- Along with other three USM faculty members and staff, build the job description and the hiring process of USM Associate Vice President of Equity, Inclusion, and Community Impact
- Conducted sessions and trained Iraqi immigrants in Portland to access the labor market in Maine.
- Grassroot canvassing with League of Women Voters and explained election process for New Mainers
- Conducted an Asylum-Seekers Housing Crisis Policy Analysis for the Greater Portland Council of Governments
- Co-founded first Graduate Students Board in USM to create sense of community, representation, and diversity
- Co-founded Anti-Racism project in Career & Employment Hub