

IMANE ZEHAF

EXPERIENCE

Hudson County Community College

CTE Career Coach, Career Services

Jersey City, NJ

03/2022 – Present

- Counsel and coach students with CTE majors on career exploration, career readiness and career management needs via individual sessions, classroom visits, workshops, and virtual services both remotely and in person.
- Identify and develop business relationships for events, recruitment opportunities and job placement.
- Research careers and local opportunities in depth to support creation of career mapping for students, faculty, and academic departments.
- Partner with academic divisions to identify career paths that support students' majors and interests and create opportunities such as custom events, jobs, internships, and volunteer roles.
- Design content and market Career Services via social media, bulletins, classroom presentations, electronic communication, and other forms of advertising.
- Document all services and create reports to inform departmental strategy and goals.

Hudson County Community College

Financial Counselor, Continuing Education & Workforce Development

Jersey City, NJ

01/2021 - 03/2022

- Provided 1-1 Financial Counseling to students.
- Worked with the students to document a budget worksheet and provided them with financial strategies to achieve their financial goals.
- Accessed the students' credit reports/scores and provide strategies for credit building.
- Developed financial strategies, e.g., budgeting, debt management, or paying-off debt-based, on student financial situation.
- Presented in information sessions and workshops for Single Stop and 1-1 Financial Counseling.

New Jersey Institute of Technology

Administrative Assistant III, Student Financial Aid Services

Newark, NJ

03/2019 – 12/2019

- E-Verify Student Employment candidate's status with DHS for assignments.
- Collected and examined employment eligibility documents.
- Input jobs by way of Cornerstone and Banner HR System.
- Acted as a liaison between financial aid and various departments to resolve student employment issues.
- Maintained and analyzed Student Employment records for quality assurance and compliance.

New Jersey Institute of Technology

Customer Service Specialist, Student Financial Aid Services

Newark, NJ

05/2013 – 03/2019

- Handled in-person, telephone, or e-mail SFAS Office inquiries to identify customer service needs and provided satisfaction regarding financial aid student issues.
- Performed operational tasks supporting the Office of SFAS.
- Managed the Student Financial Aid Services Counter.
- Input student financial aid records data into the Banner System to support the Director, the Associate Directors, and Counselors by preparing reports and providing clerical support and assistance when needed.

Hudson County Community College

Student Assistant, Financial Aid

Jersey City, NJ

11/2007 – 05/2012

- Assisted students to resolve their Financial Aid problems.
- Helped students fill out their FAFSA.
- Provided Customer Service for all financial aid matters.
- Issued follow up letters to students regarding outstanding documents.
- Determined student's eligibility for financial aid.

SKILLS

Computer Skills: Microsoft Word, Excel, PowerPoint

Platforms: Data Tel Colleague, Banner, Salesforces, CareerSpark, Common Origination and Disbursement (COD), Employee Recruitment System by Cornerstone, NJ Fams by HESAA, Private Loans Status at ElmOne, Federal Title IV regulations, Loan Data System (NSLDS), FAA Access to CPS Online

Other Skills: Email Management, Video Conferencing, and Electronic Presentations

Languages: Fluent in English, French, and Arabic

EDUCATION

New Jersey City University – Jersey City, NJ

Bachelor of Science, Business Administration-Management

GPA: 3.68/4.00

May 2016

Hudson County Community College – Jersey City, NJ

Associate of Applied Science, Accounting

GPA: 3.60/4.00

May 2006

Honors:

- Phi Theta Kappa, Member, *HCCC*, 2004
- Dean's List, *HCCC*, 2005
- Dean's List, *NJCU*, 2015