

GAADEH ABOUARABI
gabouara@umich.edu
www.linkedin.com/in/gaadeh-abouarabi

EDUCATION

UNIVERSITY OF MICHIGAN-DEARBORN

Bachelor of Business Administration

Majors: Human Resource Management & Information Systems Management

DEARBORN, MI

April 2019

HENRY FORD COLLEGE

Associates in Business Administration

Honors Program, 2016, Cumulative 3.77 GPA - Dean's List Every Semester

DEARBORN, MI

December 2016

EXPERIENCE

PET SUPPLIES PLUS

HR Intern

- E-filed performance reviews, corrective action forms, performance improvement plans along with other documents
- Created standard operating procedure (SOP) outlining the steps of bonus process for eligible PSP employees
- Performed I-9 reports, onboarding, and exit termination surveys for employees on a timely basis

LIVIONIA, MI

Mar. 2018 - Aug. 2018

CREATIVE MINDS CONSULTING, LLC

HR Extern

- Completed weekly research projects on HR topics such as recruitment strategies, employee engagement, interview, and survey processes, employee relations, conflict resolution training, and workplace safety compliance in timely manner

VIRTUAL

Sept. 2018- Dec. 2018

SOUTHERN WAYNE COUNTY REGIONAL CHAMBER OF COMMERCE

Marketing and Membership Services Intern

- Developed engaging social media marketing that will assist in membership recruitment and retention

TAYLOR, MI

Mar. 2019 - Apr. 2019

TALENT GATEWAY

Ambassador

- Awarded challenge points and provided meaningful feedback to nearly 10% of campus students involved in the program
- Engaged & achieved full 50,000 points in virtual university challenges as a member
- Assisted and presented at over 10 Talent Gateway events and offered new challenges ideas

UNIVERSITY OF MICHIGAN-DEARBORN

Sept. 2018 - Apr. 2019

iLABS

Research Assistant

- Engaged in building survey for graduate students and research with team to help UM-Dearborn's marketing efforts

UNIVERSITY OF MICHIGAN-DEARBORN

Sept. 2018- Feb. 2019

LEADERSHIP EXPERIENCE

Society for Human Resource Management (S.H.R.M), *Member, President*

- Lead and collaborated with 4 executive board members to manage tasks
- Fostered new relationships with students, faculty, and guest speakers
- Coordinated trip to ASE Annual HR Conference, Volunteered at Professional Development Night

Oct. 2017- Apr. 2019

American Marketing Association, *Member, Director of Recruitment*

- Over sought and directed the recruiting functions for the organization and informed students of the opportunities that come with becoming a member of the American Marketing Association

Jan. 2018 – Dec. 2018

Information Technology Management, *Member*

- Elaborated and formatted project with team for the QVC Analytics Completion

Jan. 2018 - April 2018

Wolverine Leadership Cohort, *Member*

- Learned leadership concepts in a weekly meetings and applied concepts with volunteer service hours in the community
- Earned Wolverine Leadership Cohort – Victors Tier, highest tier for competing 52 service hours

Oct. 2018 – Dec. 2018

William Ford Elementary School, *Volunteer*

- Created posters & projects, graded tests & assignments for accuracy, assisted coordination of class activities
- Accumulated a total of 565 community service hours

2011 – 2015, 2018

HONORS & AWARDS

UNIVERSITY OF MICHIGAN-DEARBORN

- Transfer, iLabs, and COB Scholarships, Dean's List, 2019 UM-Dearborn Difference Maker, 2019 COB Student of the Year, Talent Gateway (M)Talent Designation, 2018 Best Use of Technology Award in MLH Local Hack Day, Wolverine Leadership Cohort – Victors Tier Award, February 2018 American Marketing Association (AMA) Member of the Month

2018-2019

SKILLS

- Fluent in Arabic, Familiar with Rhinoceros, Qualtrics, SPSS, Minitab