

AHMED ZAEEM

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EDUCATION

Harvard University

May 2016

Bachelor of Arts: cum laude in Chemistry

- GPA: 3.7/4.0
- GMAT: 730 (92nd Percentile), ACT Composite: 33
- Awards: Paul and Jane Wolansky Undergraduate Research Fund Grant, UROP International Scholarship

SERVICE RELATED WORK EXPERIENCE

Lamont Cafe

Sep 2015 – May 2016

Student Manager / Barista

Cambridge, MA

- Served a full Starbucks drink menu within Harvard's busiest library, frequented by hundreds of patrons every day
- Opened and closed the café, ensuring that sanitation standards were met, items were appropriately restocked, and all logs were kept up to date
- Received food, beverage, and other inventory deliveries from vendors
- Took out trash and recycling and regularly cleaned and organized public seating areas
- Operated cash register and completed banking forms at the start and end of every shift

Cambridge Queen's Head Pub

Sep 2014 – May 2015

Bartender

Cambridge, MA

- Served beer, wine, and well drinks at Harvard's student bar and university events
- Sampled weekly beer selection and made recommendations to customers when asked
- Bussed dishes left at the bar and wiped down surfaces to maintain public areas

The Harvard Shop

Oct 2012 – Feb 2014

Web, Stock, and Procurement Manager

Cambridge, MA

- Managed 10+ employees responsible for receiving, handling, and shipping merchandise
- Created new partnerships with tour companies to increase foot traffic by 145% in brand new third store
- Implemented a merger of online operations with Harvard Bookstore to take over their web fulfillment
- Developed a new inventory management system that enabled real time tracking and sales of inventory, which contributed to higher stock levels in stores and facilitated 21% growth in revenue (\$2.3MM)
- Designed store layout and special edition items for third brick and mortar location

VOLUNTEER EXPERIENCE

The Harvard Lowkeys (A Cappella Group)

May 2013 – May 2016

President and Tour Manager

Cambridge, MA

- Organized over 15 performances per semester, both paid and public service (~\$17.5K annual revenue)
- Planned biannual tours in different cities to perform at various venues and teach a cappella workshops

Harvard Summit for Young Leaders in China

Aug 2014

Seminar Leader / Mentor

Shanghai, China

- Designed and taught a 4 part seminar to top performing high school students on the history and ethics of several biotechnologies, with a focus on their global economic implications
- Tutored students in chemistry, mathematics, public speaking, writing, and financial literacy

SKILLS & INTERESTS

Skills: TIPS certified, received Starbucks barista training, ServSafe certified proficient in Office Suite

Languages: German (Intermediate) and Urdu (Heritage Speaker)

Interests: Education, biotechnology, music festivals, soccer, squash, longboarding, and singing