

Syaza Nazura

MA Education (Youth & Community) student, University of Huddersfield



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EDUCATION

UNIVERSITY OF HUDDERSFIELD

United Kingdom
September 2018 – Present

Master of Arts (MA) Education
(Youth & Community)

UNIVERSITY OF WISCONSIN- MADISON

United States
August 2013 – May 2017

Bachelor of Business Administration
(BBA) in Actuarial Science

Certificate of Education and
Educational Services

Honors & Awards

Wisconsin School of Business
Dean's List, Spring 2014

Harvey M. Meyerhoff Undergraduate
Excellence Award, Spring 2017

Graduating Student Speaker,
International Student Graduation
Celebration, May 2017

PROFESSIONAL PROFILE

I am an MA Education (Youth & Community) student at the University of Huddersfield, and I am passionate about working with students and youth and helping them to unlock their potential. I believe that with the proper guidance and the right opportunities, everyone will be able to achieve their goals in life.

WORK EXPERIENCE

Administrative Executive (Course Administration)

Monash University Malaysia | Bandar Sunway | July 2017 – July 2018

I worked in the Course Management Office in the School of Business, the biggest school in Monash University Malaysia. My responsibilities include:

- Representing the School and University during external education fairs and internal open days and help counsel prospective students about the programs offered by the School,
- Organizing the orientation activities for the July 2018 intake, which saw around 300 new students in the School of Business and ensuring that the students receive all the information needed to help them succeed in their studies,
- Coordinating the lab enrolment sessions for new students during the orientation week, as well as planning catch-up sessions for latecomers.
- Utilizing the Callista Student Management System (SMS) to manage students' records, update course and units' information and record updates to a student's file.
- Providing excellent customer service to the patrons who visit the office to ensure that the students and their parents have a positive experience with the School and the University.

PROJECTS



Projek Inspirasi
<http://prjkinspirasi.tumblr.com>



Radiance21 Scholarship Project
<http://radiance21.syazanazura.com>