



Hekmat Hatab Ansari

123 Nicollet Avenue,
Minneapolis, MN 55419
952.406.8326
Hekmat.hatab@gmail.com
LinkedIn: Hekmat Hatab Ansari

Summary

Currently a student at the Southern New Hampshire University pursuing a bachelor's degree in Graphic Design and Media Arts .. I worked at Macy's for about three or four months. Worked as a banking representative at TCF Bank; Also worked as a caregiver for a private senior care. Enthusiastic well experienced and well driven. Focused and always looks at the bright side of things. Latest achievements are advancing in the Compliance and Legal department at a mortgage company, working hand in hand with the chief compliance officer and general counsel. My goal is to collaborate with the team I am assigned to and further enhance the company's success and reputation. Seeking a fulfilling position that offers growth opportunities, and allows me to utilize my leadership, creativity and intellectual skills and experience. To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements. Works well under pressure and takes assignments very seriously. Works well in groups or alone. Very fun and happy personality. To be a part of a company that allows personal and professional development which provides an inspiring and recompensin career while allowing me to exploit my knowledge and skills.

Education

Normandale Community College - Some College (No Degree) - Generals Minneapolis, MN

Southern New Hampshire University - Bachelor of Arts: Graphic Design And Media Arts
Hooksett, NH - Anticipated Graduation February, 2023

John F Kennedy Senior High School - High School Diploma Minneapolis, MN - Graduated
June, 2012

Experience

Baba's Food Company - Associate Graphic Designer / Marketing Burnsville, MN

01/03/2021 - Present

Design and execute on Product Graphics from established color and graphic trends. Responsible for the design, layout and formatting of materials. Create visual concepts to communicate information. Product Packaging.

Franco-American Centre - Graphic Design / Marketing Intern Manchester, NH

01/26/2022 - 08/31/2022

Assist with developing materials for promoting events through a variety of methods. Gain hands-on experience at event coordination and promotion. Begin with development of the event concept, determination of target audiences and conception / generation of effective social media and hard-copy promotional materials.



Experience Continued

State of New Hampshire - Department of Administrative Services Division of Procurement Services - State Government Business & Marketing Intern - Manchester, NH

01/03/2022 - 04/28/2022

Contribute to program's business/strategic planning. Construct project management plans for emerging program initiatives. Produce graphs, charts, graphics, and other visual tools to display goals and data. Conceptualize design/layout/content of fact sheets, brochures, and other materials for publicizing and promoting programs. Environmental impact.

Stryker - Lab Coordinator Bloomington, MN

05/2021 - 01/05/2022

Applied established policies and procedures to performed assays of biological specimens. Identified and reported issues affecting test performance. Received specimens and reviewed for quality, labeling and accessioning. Evaluated and assessed lab equipment to resolve malfunctions and restore functionality. Prepared, stained, cover slipped and catalogued cytology specimens. Managed departmental inventory and supply ordering.

Zwicker and Associates, P.C. - Litigation Assistant Bloomington, MN

01/2019 - 04/2021

Performed variety of automated support tasks necessary to prepare, organize, index, develop and manage exhibits, evidence and data relevant to cases. Consulted with attorneys and case teams to establish workflows supporting efficient document reviews. Analyzed incoming data from sources and provided detailed reports to case teams. Trained, supported and assisted case teams with best practice use of firm's e-discovery technology solutions, coordinating with and managing outside service providers and vendors as needed. Used state and federal electronic filing systems. Drafted motions, briefs and other legal documents. Knowledgeable dealing with pleadings, affidavits, motions and exhibit preparation.

Skills

- Adobe Creative Suite • HTML
- Color sense
- Digital graphics
- Microsoft Office
- CSS
- Production standards
- Active listening
- Teambuilding
- Flexible
- Leadership
- Working collaboratively • Conflict resolution
- Project management abilities • Graphic Design
- Adobe Creative Suite
- Logo creation
- Deadline management
- People skills
- Reliable and trustworthy • Data management
- Training & Development • Team management