

WORK EXPERIENCE:

Deloitte, LLC

Food and Drug Administration, *Consultant*, AI Enablement — MARS

- Develop training content for specialized AI agents under the MARS initiative, with planned expansion into use case identification and prioritization as the program matures
- Build specialized AI agents for targeted agency use cases, translating user-defined requirements directly into agent design and prompt architecture
- Collaborate with development teams to scope and implement supporting tooling for agent deployment

Food and Drug Administration, *Consultant*, AI Enablement — AI Adoption

- Lead end-to-end virtual office hours operations for ELSA, the agency's AI platform, reaching an audience of 8,500+ staff across 52 sessions covering 18 unique topics (as of July 2026) — preparing stakeholders in advance and serving as subject matter expert fielding live questions
- Support the agency's Champion Network through 22 recurring engagement sessions totaling 3,152 attendees, reinforcing platform adoption among power users
- Authored the official ELSA user guide and curated external AI training video resources to support agency-wide adoption. Designed infographics and visual training materials to communicate platform features & drive adoption across the agency. Maintain and update ELSA's SharePoint adoption site, serving as the central resource hub for platform documentation, FAQs, and champion network materials
- Serve as embedded SME for ELSA, fielding ad hoc inquiries from stakeholders and demoing platform features and real-world use cases to drive adoption

Food and Drug Administration, *Consultant*, Data Architect

- Architect comprehensive data dictionary documenting 100+ tables and fields with complete metadata including business definitions, data types, foreign/primary key relationships, null constraints, valid value sources, and business logic requirements for modernized FDA database consolidating multiple legacy systems
- Establish and lead Change Control Board (CCB) process for data model governance, implementing structured approval workflows for database schema modifications and ensuring controlled evolution of data architecture
- Develop and implement Standard Operating Procedures (SOPs) for critical team workflows including JIRA ticketing processes, feedback tracker maintenance, and lookup table reference guide updates, transforming ad-hoc processes into standardized, repeatable procedures that improve team efficiency and consistency
- Facilitate internal coordination meetings with cross-functional team members, project managers, and leadership to align on database modernization priorities, resolve technical dependencies, and maintain comprehensive project documentation
- Lead process standardization initiatives by creating formal documentation for ERD diagram requests and data dictionary updates, replacing informal workflows with structured procedures that ensure quality control and team alignment

Food and Drug Administration, *Consultant*, Business Systems Analyst

- Led requirements gathering and clarification for database/web application front-end development, supporting cross-functional teams in translating business needs into actionable development tasks. Managed product backlog and change requests for system improvements and bug fixes, ensuring proper prioritization and clear acceptance criteria for development teams
- Developed technical documentation including System Design Documents (SDD) and Technical Delivery Letters, providing comprehensive system specifications and contract deliverables
- Conducted backlog refinement and sprint retrospectives using Agile methodologies, improving team velocity through structured ceremonies and systematic impediment removal. Provided system operations support and facilitated stakeholder collaboration to ensure alignment between business requirements and technical implementation

Internal Revenue Services, *Consultant*, PMO Analyst,

- Compiled and analyzed cross-team performance data from multiple sources, creating comprehensive PowerPoint presentations tracking task completion rates, schedule adherence, and project issues for leadership decision-making
- Organized and facilitated weekly project coordination meetings, documenting detailed meeting notes that supported strategic decision-making and cross-functional team alignment
- Managed project tracking and reporting using Jira and Confluence, creating tickets, monitoring progress, and maintaining comprehensive project documentation for technical modernization initiatives
- Prepared executive-level status summaries highlighting key trends, risks, and actionable insights to support program leadership in resource allocation and project prioritization

Accenture Federal Services

Centers for Medicare and Medicaid Services, *Senior Business Process Development Analyst*, Scrum Master

- Led 2-3 Scrum teams (6-9 members each) supporting CMS legacy system modernization initiatives, facilitating Agile ceremonies and ensuring proper framework implementation
- Removed team impediments and advocated for development staff, resolving technical blockers and team conflicts to maintain project velocity on complex legacy code modernization
- Managed project tasks, deliverables, and budgets for CMS system updates, transitioning from legacy code-based systems toward modern architecture solutions
- Prepared and presented status reports to CMS stakeholders and executive management, tracking progress on critical healthcare system modernization efforts

Department of Education, *Senior Business Process Development Analyst*, Technical Architect

- Served as Subject Matter Expert for Federal Student Aid feedback processes, designing and documenting user stories following Agile methodology (e.g., "As a student, I want to check my loan status online so that I can track my payments")
- Translated Federal Student Aid stakeholder requirements into technical specifications, converting business needs like "streamline student aid application process" into detailed system requirements for development teams
- Created Section 508 compliant documentation ensuring web accessibility standards for Department of Education digital systems, maintaining compliance with federal accessibility requirements
- Developed comprehensive test guides, test scripts, and environment setup procedures for Federal Student Aid system enhancements, ensuring quality assurance throughout the development lifecycle
- Documented and optimized Federal Student Aid business processes across student loans, grants, and FAFSA systems, creating stakeholder requirements documentation that improved system functionality

Rooted in Rahmah — Career Compass, Founder & Career Consultant

- Founded and operate an independent career consulting practice offering resume reviews, interview preparation, and career strategy services
- Reviewed 20+ resumes and supported 10+ clients with interview preparation; 80% of resume-review clients landed interviews and 85% of interview-prep clients progressed to job offers. Placed a client into a role at Goldman Sachs through personalized resume and interview coaching
- Designed and built brand identity, marketing flyers, and website (Squarespace) to establish online presence and attract clients
- Built end-to-end client booking and payment workflow using Google Calendar and Venmo integration
- Signed first client under a formal service agreement, establishing the foundation for practice growth

Rooted in Rahmah — Sourdough Studio, Founder & Owner

- Founded and operate a cottage food bakery business under Maryland's Cottage Food Law, specializing in artisan sourdough. Designed brand identity, marketing flyers, and website (Squarespace) to support local customer acquisition
- Established a weekly pickup model and built an initial customer base through local community channels (Nextdoor)
- Secured first paying customers, establishing early traction for continued growth

FIRM INITIATIVES

Faith & Allies Muslim & Allies Network, *Program Lead* (2024 – Present)

- Spearheaded the network's first-ever mentorship program within the Faith & Allies group, overseeing program design, coordination, and execution; also served as a mentor within the cohort
- Developed and implemented an idea-tracking system to capture and facilitate member-generated ideas across the network's career pillars, supporting continuous program innovation
- Leading the Career Crossroads Series, a TED Talk-style speaker series connecting Deloitte leadership with practitioners through monthly sessions featuring intimate conversations on career journeys, leadership, and professional development

FDA Account BD CoE — AI Tooling & Proposal Enablement (2026)

- Set up and administered Deloitte's Claude-based RFP Command Center for the FDA account, including installing and organizing 11 custom skills spanning research, compliance, drafting, review, and branded document generation
- Built and iterated proposal templates for a three-volume federal proposal structure (Technical, Management, Business), aligning final deliverable to Deloitte brand standards using the original account-holder's base template
- Led Tier 3 scaling request with GPS Sidekick Skills POC, confirming FDA account practitioner count (100+) and securing approval to bypass Tier 2 review. Established and maintained the Reference Library (REF-ACCT_* files) by sourcing SOWs, BD notes, USASpending data, and past-performance narratives to support qualification-based proposal drafting

- Coordinated cross-functional handoff, transferring system ownership and documentation to pursuit lead to enable live RFP response. Partnered with account leadership to align tooling with account-specific volume requirements and formatting standards. Supported onboarding of BD CoE interns into the AI-assisted proposal workflow, including skill installation and reference library population processes

AI Alignment Lead, GPS Office of the Chief Data Officer (OCDO) — AI Alliance Team

- Drive coordination and execution across OCDO's AI alignment workstreams, supporting the office's positioning as a trusted AI & Data advisor. Maintain the AI alignment notebook and associated use-case tracking, mapping AI use cases to sector challenges and technology stack to support solution packaging and proposal readiness
- Lead planning and development for the autonomous market sensing agent, including architecture syncs with technical teams (e.g., Elsa team) and progress documentation
- Conduct stakeholder outreach across AI workstream contributors to gather status updates and surface needs ahead of alignment discussions. Prepare structured pre-call snapshots and recurring status updates to support execution transparency and leadership decision-making
- Review and maintain the CDAO use case inventory in partnership with cross-functional team members, identifying AI/data opportunities to support pipeline growth
- Schedule and drive kickoff/working sessions for thought leadership initiatives, including a white paper on the CDO-to-CDAO transition. Establish recurring working cadences to maintain execution discipline on fast-moving AI initiatives. Support broader OCDO efforts navigating the evolving CDO/Chief AI Officer (CAIO) operating model landscape for federal and commercial clients

Communications Lead, AWS AI Communications Team (Firm Initiative)

- Support the AWS AI Communications team by managing end-to-end newsletter production, ensuring content is current, accurate, and distributed on a consistent cadence
- Drive engagement strategy for the team's communication channel, identifying and implementing tactics to grow participation and interaction. Maintain and manage the team's listserv/distribution list, ensuring accuracy and up-to-date membership
- Serve as a point of continuity for internal communications, keeping stakeholders informed and engaged across the initiative

University & New MD Recruiting (cross-organization experience — Deloitte & Accenture)

- Organized and led in-person recruiting events, overseeing end-to-end logistics and on-site setup. Supported newsletter production and communications for recruiting initiatives, keeping candidates and stakeholders informed
- Delivered panel talks as part of university recruiting events, representing the firm to prospective candidates. Applied university recruiting experience across multiple organizations, contributing consistent event execution and candidate engagement

Intern Mentorship Lead & Program Coordinator

- Mentored college interns preparing to graduate, providing career guidance and professional development support
- Designed and led a hands-on technical project for mentees, guiding them through building an application using Claude and Claude Code from start to finish. Introduced mentees to Agile methodology and GitHub as part of a structured, real-world project experience
- Served dual role as program lead and program coordinator, contributing to overall organization and logistics of the mentorship program (beyond individual mentee support)

Mentor, Firmwide & Cross-Account Mentorship

- Serve as a mentor to peers across the firm, including within Muslim employee/affinity networks, the FDA account, and other client accounts. Provide career guidance, professional development feedback, and ongoing support to mentees across multiple communities and teams
- Act as a trusted advisor and sounding board for peers navigating career growth, workplace challenges, and professional decisions. Contribute to a broader culture of mentorship and support across account and community boundaries

Proposal Writer & Business Development Support

- Built AI agents to accelerate proposal drafting and trained teams to adopt them beyond individual use
- Lead proposal development for federal RFP responses to IRS and FDA, collaborating across cross-functional teams
- Create proposal components including org charts, personnel resumes, and technical narratives for quick-turnaround opportunities

GRADUATE PROJECTS:

Human-Computer Interaction Capstone

- Led year-long UX consulting engagement for external client, implementing Google Ventures Design Sprint methodology across five iterative development cycles

- Conducted comprehensive user research including contextual interviews and competitive analysis, delivering validated product concepts and strategic design recommendations
- Developed professional client deliverables including interactive prototypes, research findings, and design specifications presented through web-based portfolio

Systems Engineering Capstone Project

- Led complete systems engineering lifecycle for home healthcare monitoring system (COMPASS), managing requirements analysis through test planning phases with full traceability across all system components
- Executed comprehensive project plan spanning 245 hours and \$24.5K budget, delivering 8 major technical artifacts using Earned Value Management (EVM) tracking methodologies
- Applied systems engineering principles to complex integration project involving multiple subsystems, stakeholder coordination, and regulatory compliance requirements

SKILLS:

<i>Project Management:</i>	Agile, Waterfall, Risk Management, Resource Allocation, Scrum Methodologies
<i>Programming & Technical:</i>	Python, R, SQL, HTML, CSS, Javascript,, AWS. Salesforce, ServiceNow, GitHub
<i>Software & Tools:</i>	Microsoft Office, Figma, Tableau, Jira, Confluence, WordPress
<i>Domain Knowledge:</i>	Human-Computer Interaction, User Experience Design, Data Visualization, Technical Documentation, Web Accessibility (Section 508/WCAG)
<i>Marketing & Communications:</i>	Content Development, Stakeholder Communications, Training Material Design, Adoption Campaign Strategy

TRAINING :

Google Cloud AI/ML Federal Health Enablement Training

Completed (February 2026): Vertex AI Search & Conversation (voice/chat integration), embeddings & vector search with BigQuery, RAG implementation with Vertex AI, hybrid search, RAG deployment with Vector Search in Firestore, GenAI app testing/evaluation, GenAI tool use, advanced enterprise search & conversation apps, Introduction to Gemini Enterprise, multi-agent systems with Agent Development Kit & Agent Engine, Gemini CLI app development

CERTIFICATIONS:

Agile – SAFe 6 Practitioner (Completed)
 Agile – SAFe Scrum Master (Completed)
 Agile – AI-Empowered SAFe Product Owner/Product Manager (Completed)
 AWS – Solutions Architect (In Progress)
 AWS – AI Practitioner (In Progress)
 Claude – Claude Certified Associate - Foundation (In Progress)

EDUCATION:

University of Maryland, College Park	College Park, MD
Bachelor of Science, Information Science	Dec. 2020
Masters in Human-Computer Interaction	May 2026
Johns Hopkins University, Whiting School of Engineering	Baltimore, MD
Masters in Systems Engineering	May 2025