

Sehzad M. Sooklall

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Objective	My objective is to build upon prior academic achievements and work experiences in the public sector to prepare for further graduate study at a leading research university in the United States, which will pave the way for a future career in academia.		
Education	Louisiana State University (LSU), Baton Rouge, LA		
	Master of Public Administration, May 2012	Current GPA:	4.00
	Bachelor of Arts, Mass Communication, December 2006	Overall GPA:	3.92
	Concentration: Public Relations; Minor: International Studies	GPA in Major:	4.00
Experience	Program Coordinator, Louisiana State University Health Sciences Center, New Orleans (June 2011- Present) Formulates, communicates and coordinates action plans, timelines and schedules related to program planning and implementation of the Department of Internal Medicine fellowship programs, namely in the Sections of Gastroenterology, Rheumatology and Endocrinology. Works closely with program directors and faculty to ensure compliance with all aspects of the Accreditation Council for Graduate Medical Education (ACGME) program requirements. Acts as a resource to answer questions, works through problems as they arise and suggests policy changes as it relates to the fellowship programs. Develops and maintains accurate database and records for all aspects of the fellowship programs, including maintaining human resource records, case logs and certifications for all program documentation. Maintains fellow files as necessary to ensure ACGME requirements are met. Prepares applications and ensures that trainees take appropriate certifying examinations. Disseminates information regarding the program to schools throughout the United States and answers medical student requests for information. Coordinates, researches and composes the report for the ACGME and the Residency Review Committee, which includes recording and maintaining statistics on the program and applicable data analysis. Assists in the recruitment processes of residents and fellows in the Department of Internal Medicine programs. Oversees and coordinates all activities of the interview process, including booking of the selection committee, preparation of the agenda, scheduling of interviews and post interview collection of selection data. Sits on final selection committee to make non-technical recommendations to Program Director and Section Chief on ranking of applicants. Maintains the department's Web site and prepares information for the promotion of academic endeavors of the sections, including the fellowship programs, upcoming lectures and events. Assists in the formulation and execution of other recruitment literature and marketing campaigns for faculty and fellowship programs. Information Systems Manager, Advance Baton Rouge, Baton Rouge, LA (April 2010 – April 2011) Was responsible for the day-to-day operations, sustainment, maintenance and growth of Advance Baton Rouge's Student Information System. Oversaw the accurate and reliable collection of all student data in conformance with charter school requirements and ensured that all reporting (state, local, district and charter authority) was completed accurately and in accordance with set deadlines. Addressed database user concerns and needs. Prepared and directed user training for the information system. Administered system security for the purpose of regulating access to student information, ensuring confidentiality of student records. Coordinated with school leaders to facilitate smooth operations and processes when collecting and reporting student information. Public Administration Intern, Office of the Lieutenant Governor, Baton Rouge, LA (June 2010 – Dec. 2010) Responsible for the research, design and delivery of AmeriCorps Member Development Programs in the following areas: Diversity Appreciation, Disability Inclusion, Citizenship, and Conflict Resolution. Intern was charged with all aspects of the project from human resource development research all the way down to the graphic design and production of the training materials. This was a part-time internship for course credit, accomplished while maintaining a full-time job and graduate school work, and was paid in the summer months and unpaid in the fall.		

Executive Assistant, Advance Baton Rouge, Baton Rouge, LA (Feb. 2009 – April 2010)

Provided general administrative support to CEO and other chief officers of the organization. Prepared correspondence, reports and materials for publications and presentations. Collected, compiled and analyzed data from surveys and presented findings using graphs and qualitative analyses. Created, transcribed and distributed meeting agendas and minutes at board meetings. Headed Technology Planning Taskforce for the school system.

Development Specialist, Mary Bird Perkins Cancer Center, Baton Rouge, LA (Jan. 2008 – Jan. 2009)

Maintained and updated Office of Development's donor database, including responsibility for all donor files and records. Responsible for all aspects of processing donor gifts and pledges. Implemented prospect research program under direction and guidance of Vice President. Developed and wrote communication pieces for publications, annual reports, newsletters, proposals and acknowledgments. Supervised volunteers and interns assisting with database entry, ensuring accurate input of data. Coordinated meetings with appropriate parties when needed. Served as principal liaison with Accounting, Communications, Outreach and other departments.

Public Relations Intern, Louisiana Chemical Association, Baton Rouge, LA (August 2006 – Dec. 2006)

Prepared, wrote and designed the 2006 LCA Members Annual Meeting program. Oversaw production of the program, including artwork, layout, computer typesetting and printing, ensuring strict adherence to deadlines.

Public Relations Intern, Diane Allen and Associates, Baton Rouge, LA (January 2006 – June 2006)

Developed cooperative relationships with representatives of the media and public interest groups. Sent out press releases to representatives of the media on behalf of clients such as: Port of Greater Baton Rouge, Louisiana Sweet Potato Commission, Belle of Baton Rouge Casino and Raising Cane's Chicken Fingers.

Research

Exploring gay rights under the scope of international human rights. Sehzad M. Sooklall. Fall 2011 - Spring 2012.

Where will they lead us? The education of the next generation of business professionals and consultants. Sehzad M. Sooklall. Fall 2011. <http://tinyurl.com/ca956kz>

The repeal of the "Don't Ask, Don't Tell" policy: A classic organizational development case. Sehzad M. Sooklall. Fall 2011. <http://tinyurl.com/7rmv5rp>

An analysis on U.S. health care spending. Sehzad M. Sooklall. Fall 2010. <http://tinyurl.com/7swkxpw>

Restructuring schools not an answer in itself: An exploratory study of the relationship between the type of charter school and student achievement. Sehzad M. Sooklall. Fall 2009. <http://tinyurl.com/7nx55nh>

Exploring the possible consequences of external fund development on university autonomy and academic freedom. Sehzad M. Sooklall. Fall 2009. <http://tinyurl.com/d8pq8kc>

Volunteer

Secretary on the Board of Directors of ENCORE Learning, a 501(c)(3) organization that serves as the governing board for the proposed ENCORE Academy charter school in New Orleans.

Multicultural

Native French speaker and limited proficiency in German. Translated French dialogue into English language captions and edited translations for correctness of grammar and clarity of expression.

Honors

December 2006 Summa Cum Laude Graduate and named on LSU Student Honor Roll every semester. Recipient of: Full Tuition Award, Tiger Athletic Foundation Scholarship and Patrick Sorrells Memorial Scholarship. Member of: Kappa Tau Alpha National Journalism Honor Society, Public Relations Student Society of America, National Society of Collegiate Scholars, Foureaux Society, Phi Kappa Phi, Phi Eta Sigma and Alpha Lambda Delta.