

TenTen Shah, MPP

Legal: Laura Shah | Aliases: Aqleema, Laura Salas

artbytenten@gmail.com

She/Her

TenTen Shah is a contemporary artist, community coordinator, and project manager. She offers an estimated 10 years of customer service, communication, and project management experience. TenTen's employment experience ranges from the higher education, nonprofits, to businesses. Fluent in **English**, has intermediate proficiency in **Spanish**, and conversational skills in **Urdu**.

LEADERSHIP

Entrepreneurship Leadership Experience

June 2023 - Present

Art By TenTen - Artist TenTen Shah

- **Art Creations, Content, & Marketing:** Produced high-quality art, visuals, and written content; including videos, graphics, and copy; tailored to the target audience. Increasing followers by 687% through community network and outreach and social media.
- **Sales Lead:** Communicated, pitch, introduce brand, mission, and products to community at markets for sales growth initiatives.

Graduate Teaching Assistant

Sept 2019 - Mar 2021

UCR, Riverside, CA

- **Communication:** Provided timely assistance and support through various channels, including in-person, Zoom, and email, emphasizing strong interpersonal and communication skills.
- **Presentations:** Developed and presented compelling presentations regarding materials learned in class utilizing Canva and PowerPoint, images, memes, and informative videos for 3 discussion-classes (20-25 students) every quarter.
- **Meeting Deadlines:** Consistently and accurately met deadlines for grading assignments and exams, demonstrating strong time management skills and attention to detail.

COMMUNICATION

Library Aide 1 → Library Aide 2

Feb 2019 - Sep 2019

Library Systems & Services, Menifee, CA

- **Community Engagement & Communications:** Promoted community engagement through outreach and in-house marketing; digitally and in-person; provided translation services to Spanish-speaking patrons
- **Event Leadership:** Led workshops and community events to create engaging and interactive experiences for library patrons.
- **Team Project Collaboration:** Efficiently collaborated with team members, meeting the given inventory check deadline.

Marketing Research & Customer Service Associate

Feb 2019 - Sept 2019

American Union Rubber, Inc., Riverside, CA

- **Interpersonal Communication:** Demonstrated excellent interpersonal communicative skills through all methods of contact (in-person, phone, email, etc.) with new and existing customers and colleagues to ensure a positive and memorable customer experience.
- **Client Database Research:** Conducted comprehensive online research for customer database and outreached to 100's of utilizing strong research and data analysis skills.

Student Ambassador

Sept 2015 - Jun 2016

Riverside Community College District, Moreno Valley, CA

- **Engagement-Based Communication:** Promoted community engagement at vendor events and school tours, representing the university while informing the community of the various programs that the college offers.
- **Collage Application Facilitation:** Provided guidance to high school students on their collage application process to increase the number of enrolled students by ensuring efficiency and completion.

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PROJECT MANAGEMENT

User Interface Designer

Jun 2023 - Dec 2023

Harness Projects - Sodashpeak, iAccess Life, Worca, Remote

- **Communication & Documentation:** Communicated effectively with customers and stakeholders; via email and Slack, manage all stages of the interview logistics with Google apps, and document findings; such as, customer pain points to refine product development quality.
- **Problem-Solving Prototyping:** Engaged in iterative design processes to improve app usability and aesthetic, utilizing design software tools (Figma and Miro) to develop high-fidelity prototypes and presenting designs clearly to stakeholders.

PROJECT ACCOMPLISHMENTS

Dean's Brand Ambassador

Jan 2019- June 2021

UCR, School of Public Policy, Riverside, CA

- Prepared and executed interviews, school podcast, and Q&A's, in a professional manner, as well as, implemented marketing campaigns to promote community engagement of SPP's event with fellow ambassadors.

Graduate Student Thesis Project

UCR -School of Public Policy, Riverside, CA

- Conducted academic **research** and presented data in a digestible manner for the public and proposed policy recommendations for the social issue to academic colleagues, professors, advisor over whether students living in food deserts have an impact on their school achievement scores.

Legal Research Assistant

Earth Law Center, Online

- **Legal Research:** Executed in depth research on the environmental impacts of building dams; examples pulled from countries such as Brazil, Turkey, and Pakistan to build report over analyzed data. Researched findings were used to formulate policy proposal for the Pakistani Government.

EDUCATION

University of California, Riverside

Conferred

- Master of Public Policy & Bachelors of Arts in English

RCCD - Moreno Valley College

Conferred

- Associate Degree for Transfer in English