

# Galal-Aldeen Cancer

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Slingerlands, NY 12159  
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## EDUCATION

### **Kent State University, 2016**

*Masters of Art*

Sport and Recreation Management

### **Cornell University, 2015**

*Bachelor of Science*

Applied Economics & Management

Specialization in Marketing & Strategy

## SKILLS AND LEADERSHIP

- Proficient with the Microsoft Office Applications
- Proficient with social media websites and applications
- Communication
- Team-Oriented
- Adaptable
- Former NCAA Athlete and Team Captain, (2012-2016)
- JROTC Company Commander (2011)
- Event Management (2017,2018)
- Strategic Thinking

## RELATED ACTIVITIES

- Zero Youth Detention Group (2021)
- Albany County Equity Agenda Initiative
- Band, Cheer, Dance Coordinator (2018)
- Practice Coordinator/Back of House Assistant (2018)

## EXPERIENCE

### **Affirmative Action Compliance Officer, COUNTY OF ALBANY**

DECEMBER 2018- PRESENT (Albany, NY)

- Participates in recruitment activities for the county employment referral program and 55 a program to fill vacancies in all departments which include attending job fairs, creating job postings, communicating with employment contacts, and with potential candidates.
- Provides guidance and technical assistance to contractors in preparing and completing affirmative action compliance forms.
- Communicates with project managers to ensure that goals are being met according to submitted schedule.
- Attends project meetings with contractors and conducts site visits.
- Reviews and analyzes staff utilization reports and payments submitted by contractors.
- Process affirmative action holds on payroll authorizations for new vacancies.
- Investigates complaints of discrimination and harassment and prepare reports.
- Assist with the implementation of the County's Equity Agenda which includes reporting and coordinating ongoing equity work with County Departments.
- Compile, analyze data, and generate reports for County EEO reporting.
- Responsible for evaluating and providing technical assistance in other areas of affirmative action to ensure compliance with County policies, state and federal laws.

### **CHAMPIONSHIPS ASSISTANT, MID-AMERICAN CONFERENCE**

JULY 2017 – JUNE 2018 (Cleveland, OH)

- Assisted and helped run multiple successful conference championships.
- Inventoried awards/trophies and merchandise for all the conference championships.
- Developed and created entertainment zone pocket guides for the 2018 NCAA Wrestling Championship.
- Marketed and promoted the city of Cleveland to over 15,000 fans.
- Organized and disbursed parking passes and access credentials.
- Monitored team practices and warm up areas prior to competition.
- Assisted with hospitality and back of house operations, supervised volunteers, and ensured work areas were taken care of.
- Organized and ran teleconference with the group prior to the tournament.
- Served as direct contact and liaison for this group throughout tournament.
- Ensured the teams got in and out of the arena in a timely manner before and after competition.