

MAHIN RAHMAN RAI

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EDUCATION

Bachelor of Arts in Literature with a Concentration in Communication and Social Justice with a minor in International Affairs

Georgia Institute of Technology, Atlanta, GA

Graduated: May 2024

PROFESSIONAL EXPERIENCE

Litigation and Marketing Intern

The Awad Law Firm, Marietta, GA | March 2021 – Present

- Drafted legal demands, complaints, motions, and other litigation documents for personal injury and civil litigation cases, ensuring accuracy and adherence to court rules.
- Conducted legal research on case law, statutes, and regulations to support attorneys in developing case strategies and arguments.
- Assisted in trial preparation by organizing exhibits, drafting witness lists, and compiling discovery materials, including interrogatories and requests for production.
- Communicated with clients to gather case details, provide updates on case status, and explain legal procedures.
- Managed the firm's marketing efforts by creating content for social media platforms, coordinating email marketing campaigns, and assisting with branding strategies to enhance client engagement and firm outreach.

MIST - Muslim Inter-Scholastic Tournament of Atlanta

Associate Director, Atlanta, GA | August 2022 – July 2023

- Led the planning and execution of a regional competition that engaged over 200 students, fostering leadership, creativity, and community involvement.
- Collaborated with a diverse team of directors and volunteers to organize 20+ competitive events across academic, arts, and athletic disciplines.
- Cultivated partnerships with local businesses, educational institutions, and community leaders to secure sponsorships and resources.
- Provided mentorship and support to student participants, emphasizing personal growth, teamwork, and community engagement.
- Implemented new strategies to enhance event participation and outreach, increasing student involvement by 15% from the previous year. Provided one-on-one tutoring in composition writing to improve students' academic performance.

FELLOWSHIPS

Georgia General Assembly House of Representatives

Fellowship, Atlanta, GA | Jan 2023 – March 2023

- Aided the Representative and Chief of Staff at the State Capital
- Supported legislative staff in conducting policy research, drafting bills, and preparing reports on key state issues, including education, healthcare, and public safety.
- Gained a deep understanding of state legislative procedures, while developing skills in legal research, public policy, and government relations.

VOLUNTEER EXPERIENCE

Campaign Volunteer

Gwinnett Solicitor General Candidate - Lisa Marie | March 2022 – May 2022

- Assisted in organizing grassroots outreach efforts, including canvassing and phone banking, to engage voters and promote candidate visibility.
- Supported campaign events by coordinating logistics, managing volunteer schedules, and ensuring smooth event execution.
- Conducted voter outreach through social media and in-person engagement, explaining key campaign policies and platforms.
- Worked with campaign leadership to gather data on voter preferences, contributing to strategy development for targeted outreach.

Youth of Lilburn

Board of Directors, Atlanta, GA | August 2022 – July 2023

- Worked alongside professionals to organize engaging activities and career panels for the youth of Lilburn on a biweekly basis
- In charge of creating engaging social media marketing posts for the meetings held

SKILLS AND INTERESTS

- Microsoft Office and Excel Certified
- AutoCAD and Autodesk Inventor
- Proficient in Salesforce
- Multilingual – English, Urdu, Arabic, Punjabi, Hindi

REFERENCES: Available upon request.