

MOHAMMAD ELSHINAWY

198 Red Clover Ln, Allentown, PA 18104
Mobile: (347) 481 – 9280
sweetnessofiman@gmail.com

EDUCATION:

- 12/11 – 12/19 **Islamic University of North America**
Bachelors in Islamic Studies
- 01/11 – 05/11 **Islamic University of Madinah**
Major: College of Hadith – Undergraduate
- 09/03 – 01/08 **City University of NY, Brooklyn College**
Bachelors of Arts in English Literature
GPA: 2.99
- 09/00 – 06/03 **Franklin Delano Roosevelt HS**
Graduated with Honors

EMPLOYMENT HISTORY:

- 10/16 – Present **Yaqeen Institute for Islamic Research, Dallas, TX**
Researcher/Content Review
- 1/16 – Present **Islamic Education Center of Pennsylvania**
Imam/Religious Director
- 08/13 – 12/15 **SDSE, LLC, Silver Spring, MD**
Contractor for U.S. Department of Labor/OWCP, NY, NY
On-Call Data Entry Operator
 - Create newly submitted claims
 - Sort and maintain database of employers and insurance carriers under the Defense Base Act and Harbors Worker’s Compensation Act.
 - Analyzes all data entry assignments, determines priorities, and establishes production schedules.
 - Performs the more complex assignments requiring selection, coding, and interpretation of data.
- 11/13 – 12/16 **Muslims Giving Back, Brooklyn, NY**
Instructor/Consultant
 - Provide counseling on the best ways to serve the community needs such as feeding the hungry and the likes in light of our Islamic heritage – on a volunteer basis.
 - Provides educational courses on various Islamic disciplines
- 01/13 – Present **Mishkah Univerisity, Columbia Heights, MN**
Translator/Reviewer

- Prepares curriculum
- Translates course work from Arabic to English
- Reviews current translations of others

11/10 – Present

International Islamic Publishing House (IIPH), Raleigh, NC
Translator/Reviewer/Researcher

- Critique books in order to determine whether or not investment should be considered in publication
- Commission with research and verification of book content
- Currently translated 4 major works

10/09 – 12/2019

Assembly of Muslim Jurists of America (AMJA),
Sacramento, CA
Translator

- Updated AMJA's website into the English language
- Leading a project to translate AMJA's first major publication into a 12 volume compendium.
- Travel for simultaneous translations during AMJA seminars

09/08 – 06/09

Al-Noor School, Brooklyn, NY
Teacher

- High School level English classes
- Islamic Studies/History

01/08 – 11/08

The Message International, Brooklyn, NY
President

- Provided administrative supervision and guidance to staff for not-for-profit organization
- Oversee fiscal and legal responsibilities for the organization.

01/05 – 08/06

Public Relations Manager

- Provided administrative and public relations services.
- Maintained office duties
- Scheduled events
- Responded to public via e-mails and phone
- Processed literature orders and expedited shipping processes.
- Responsibilities included traveling across the tri-state area for lectures
- Delegated volunteers to their respective fields of aid.

SKILLS:

- Bilingual – Arabic/English
- Microsoft Word, Excel, PowerPoint, Windows XP, Internet Explorer, Email services

REFERENCES:

To Be Furnished Upon Request