

# AYAT NIZAM

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American Bar Association  
321 North Clark Street  
Chicago, IL  
60654

To Whom It May Concern:

I respectfully submit my resume for consideration of the Vice-Chair position on the American Bar Association Law Student Division. I am a first-year Dual JD student at the University of Windsor Faculty of Law and University of Detroit Mercy School of Law. As a highly motivated, hard-working individual, I feel I would be a definite asset to your team. Not only will I bring dedication, loyalty and trust, but also any past experiences.

Pursuing a career in law has been a dream of mine since my adolescent years. At first, I didn't exactly understand the responsibilities and workload that came alongside this career path and I was more attracted to the prestige this career provided. But through my academics, social developments and experiences, I have been able to better understand what is meant to study and practice law. My mother has been my greatest inspiration and motivation for me to pursue a career in law. Despite marrying young and having 3 children within 5 years, she continued her education in order to gain her Diploma but was not able to pursue the career in law she was passionate about. There are rarely, if any, hijab wearing Muslim lawyers in my community and I am passionate about providing a voice to that demographic and enabling other Muslim and Arab females.

From the beginning of my undergraduate degree, I knew to get involved past that of academia. I knew in order to make a difference, I needed to discover what I was passionate about and utilize my skills in a positive manner. I believe the skills and passions I have developed parallel with the responsibilities required of the Division Member. During my first year in University, I joined the Pre-Law Student Society as a general member and was able to gain skills such as critical thinking, public speaking, teamwork, researching tactics, listening and most importantly people skills, until reaching my final position as President. I have been involved in multiple organizations and volunteer opportunities, but if there was an activity that had stood out more than the others, it would be my work with Enactus Windsor. As the You thrive Project Mentor and eventually Manager, my job description was to go into my designated high school, present to the students and assist them in creating a micro-business. This work lit a spark within me to assist and encourage others to believe not only in themselves, but also in my community as a whole. As a first-year law student, I currently hold the position of Dual JD Class President, which requires me to be the liaison between not only the students and faculty of one school, but two, bridging the gaps between the Single and Dual students, as well as representing my cohort in the best light.

My experience working at Farhat Law and Associates played a role in enhancing key analytical skills such as organization, problem solving, tenacity, research and attention to detail. For example, no matter how well I had prepared for a file, it was often that unexpected and significant issues would arise last minute. Not only would I therefore need to persevere and solve these problems within a limited time, I was also required to eloquently communicate with the clients to ensure a smooth closing. These communication skills were enhanced throughout my time in the Odette by interacting and networking with more than just the academic community. Second, taking on the challenge that was my accelerated 14-month MBA program played a significant role in developing myself as an overall organization leader. Managing the work with my consulting

partner, the Detroit Economic Growth Corporation, alongside excelling in my academics and maintaining my extracurricular involvements, ensured a well-rounded schedule. Through my MBA, I was able to gain a sense of extreme time-management and ensure excellent work is provided while under pressure. Overall, these experiences have enhanced the way I hold true to my ethics, values and beliefs while developing my peers, my community and myself. I believe the mindset of continuous personal leadership development and the current skillsets, dedication and balance I possess, align to those required for the Law Student Division Member.

I am confident that my skills will meet the needs of the position offered. However, more importantly, I am eager to learn. I bring with me not only education and experience, but maturity as well. Thank you for taking the time to consider my application. Please feel free to contact me at your convenience for this position and I look forward to hearing from you.

Sincerely,  
Ayat Nizam

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## EDUCATION

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**University of Detroit Mercy School of Law**, Detroit, MI

**University of Windsor Law School**, Windsor, ON

*American Juris Doctorate and Canadian Juris Doctorate Candidate*, Expected June 2021

- Student Bar Association: 1L Dual JD Class President
- Women and the Law: Speakers Committee Member
- Black Law Student Association: General Member

**University of Windsor**, Windsor, Ontario

**Odette School of Business**

*Masters of Business Administration*, June 2018

GPA: 3.32

- Odette School of Business: Dr. Ross H. Paul Scholarship in Graduate Studies

**MBA APEX (Advanced Program in Experiential Consulting)**, Windsor, Ontario

*Project Consultant for: Detroit Economic Growth Corporation*, June 2018

- Conducted research for a strategic audit of the firm, alongside providing recommendations with an implementation plan.
- Communication liaison, with DEGC representative, advocating for the framework and protocol recommendation.
- Researched economic development methods to better the livelihood of Detroiters.
- Created a framework and protocol method to assist DEGC to identify local, national and international leads.

**University of Windsor**, Windsor, Ontario

**Odette School of Business**

*Bachelors of Commerce, Honors Business Administration*, April 2016

Concentrating in Human Resource Management, Completed 10 out of 12 courses needed for CHRP

- Odette School of Business: Dean's Award for Excellence in Leadership
- Windsor Family Credit Union: YouThrive Mentor Award

## EXPERIENCE

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**United Community Housing Coalition**, Detroit, Michigan

*Student Assistant*, January 2019

- Assisted Pro Bono attorney with the community service project for the Wayne County residents who are facing foreclosure on their residential property.
- Conducted legal research, drafted memoranda and learned practical and effective methods to write organized, concise and persuasive prose.
- Developed keen listening skills through gathering information from center guests, as well as assist lawyer in communicating persuasively.

**Farhat & Associates Law Firm**, Windsor, Ontario

*Junior Real Estate Law Clerk*, January 2016 – July 2018

- Conducted legal research, for client files, by investigating case facts and analyzing legal documents, such as wills, mortgages, deeds, agreements of purchase and sale and court orders.
- Communicated and developed relationships with clients.
- Prepared and maintained legal documents such as deeds, mortgages and real estate applications.
- Executed real estate transactions from drafting an agreement of purchase and sale to day of closing procedures.
- Experienced in: Teraview, Conveyancer and PCLaw.

**Georgie-Odette Leadership Symposium**

*Logistics Executive*, November 2016 – March 2018

- Prepared and managed schedules for over 40 volunteers; ticket sales, classroom talks, launch events and overall symposium.
- Conducted leadership research and drafted briefs for symposium speakers and faculty advisors.
- Handled symposium speaker, which included advocating and promoting the event and developing speaker relationships
- Gained crucial time management skills through multi-tasking multiple event priorities, developing a strong work ethic and holding the ability to meet tight deadlines.

## OTHER

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- **American Bar Association Member**, Premium Law School Graduate
- **Wolverine Bar Association Member**, Associate Member
- Fluent in English and Arabic