



ZYAIR CLARK

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Summary

Highly organized, competent, and multifaceted community leader at Michigan State University and beyond. Dedicated to unifying people behind vital causes in public, private, secular, and faith-based realms. Aspiring to be a professional in the world of social justice, my background as a legal aid, musician, and community volunteer and organizer has placed me in the perfect position to enter all realms to create social impact, and greater.

Skills

- Data Management
- Training & Development
- Microsoft Office
- Computer Skills
- Organizational Skills
- Critical Thinking
- People Skills
- Friendly, Positive Attitude
- Verbal and Written Communication
- Legal Research and Review
- Attention to Detail
- Creative Thinking
- Relationship Building
- Live Performances
- Public Speaking

Experience

Vote.org | Detroit, MI

Activist

09/2022 - *Current*

- Worked on the campaign "Vote Ready" to increase the turnout of young voters for the 2022 midterm elections.
- Strengthened community outreach by coordinating fundraisers and managing marketing, vendor relations, and volunteer supervision processes.
- Implemented community outreach and engagement plan to reach vulnerable communities.
- Conducted interviews with people from target populations to listen to concerns and amplify the group's voice.
- Distributed informational pamphlets and legislative contact information.
- Collaborated with community-based organizations and key stakeholders to address community initiatives.
- Maintained outreach contacts in the organization's database to track progress toward base building goals.

CDW | Chicago, Illinois

Account Representative (Contracts)

05/2022 - *Current*

- Developed contract templates and updated policies and procedures to maintain contracting consistency.
- Established a clear review process throughout the contract period to assess performance against expectations and requirements.
- Reviewed proposed contracts against established policies, guidelines, and legal requirements to identify critical issues.
- Identified and mitigated business and legal risks in prospective and existing contracts.
- Investigated and resolved compliance problems with an independent approach focused on implementing and maintaining sound practices.

Sunset Recording | Los Angeles, CA
Audio Engineer
04/2021 - Current

- Maintained good rapport with customers and internal departments by proactively handling complex customer issues.
- Served as primary contact and support for maintaining account information and opening and closing accounts.
- Recorded, edited, and mixed instrumental and vocal tracks and minimized unwanted sounds.
- Processed audio to meet quality standards and played and mixed music for live events.
- Utilized recording equipment to record music and speech.
- Collaborated with producers and performers to determine and achieve the desired sound for productions and provided audio system oversight for live shows.
- Delivered insight and expertise regarding audio mixing and recording to personnel both in the field and in-studio.
- Engineered recording sessions and produced musical soundtracks for artists within various genres.
- Used field equipment to capture audio and sounds used in various projects.

UURAF | East Lansing, MI
Presenter
01/2021 - Current

Undergraduate Research Presenter.

- Showcase scholarships and creativity.
- Completed Responsible Conduct of Research (RCR) Training.
- Answered questions and engaged others one-on-one for dynamic interactions.
- Researched information to compile talking points and scripts.
- Gathered audience feedback and peer suggestions to consistently improve presentation content and delivery methods.
- Shared work with faculty, staff, peers, and external audiences.
- UURAF provides a unique educational opportunity for aspiring researchers to gain experience in presenting research, answering questions about the work from audience members and guests, and receiving constructive feedback from judges
- Won award for presenting.

Impact Radio | East Lansing, MI
Performer
10/2020 - Current

- Won award for Best Music Video in various film festivals with IMPACT89fm Radio Station.
- Promoted shows and performances through community interaction.
- Memorized musical selections, routines, and cues while singing acapella with accompaniments.
- Played a variety of music with a broad stylistic range and improvisational flexibility.
- Traveled, sometimes great distances, to perform at venues and rehearsed to prepare for performances.
- Expressed musical themes through tempo, phrasing, volume, and dynamics.
- Performed in front of live audiences on television and as part of theater productions.
- Wrote numerous original pieces for various ensembles, productions, bands, television series, and film pieces.

MSU Chapter of The National Society |
East Lansing, MI
Honor Member

Michigan State University Chapter of The National Society of Leadership & Success.

- Leadership honor society selected based on academic standing and/or

05/2020 - Current

Black Student Alliance | East Lansing, MI
Club Member

09/2019 - Current

leadership potential.

- Helped develop solutions in combating racial discrimination on and off campus.
- Addressed injustices, particularly against black people, such as political disenfranchisement.
- Heighten awareness and sensitivity to the African-American community through educational programming that is aimed to target the elimination of racism, discrimination, and prejudice.
- Spread the culture of African-Americans across campus.
- Promoting the club and its goals to a diverse group of people at student events (Sp participation, Spartan Remix, Etc.).

MSU UAB | East Lansing, NH
FEMFEST Participant

09/2021 - 09/2022

- Performed for FemFest (a feminist festival that showcased the works of women in the Lansing/East Lansing area).
- Increased awareness of women's rights issues and advocate for women's mental health, physical wellbeing, and social positioning in society and law.

Audio Engineers & Enthusiasts | East Lansing, MI

Club Member

01/2021 - 05/2022

- Recorded, edited, and mixed instrumental and vocal tracks and minimized unwanted sounds.
- Processed audio to meet quality standards and played and mixed music for live events.
- Collaborated with producers and performers to determine and achieve the desired sound for productions and provided audio system oversight for live shows.
- Delivered insight and expertise regarding audio mixing and recording to personnel both in the field and in-studio.
- Reproduced and duplicated sound recordings from original recording media by using sound editing and duplication equipment.

Habitat for Humanity | Lansing, MI
Volunteer

04/2020 - 01/2022

- Raised funds for the organization through community outreach initiatives.
- Collaborated with others by contributing time, effort, and talent to advance needs or further missions.
- Assisted with and organized programs, events, and activities to drive outreach initiatives.
- Set up tables and chairs and unloaded necessary equipment to prepare for events.
- Organized volunteer schedules and duties to maximize productivity.
- Gained independent working skills and guided and mentored less experienced team members.
- Performed demanding physical work over extended periods and modeled a positive attitude.

Michigan State University Women's Crew | East Lansing, MI

Varsity Athlete

03/2020 - 10/2021

- Maintained challenging training schedule in order to constantly improve abilities.
- Held unofficial get-togethers for players to bond and develop camaraderie.
- Discussed performance and areas of improvement with coaches, taking recommendations seriously and respectfully.
- Represented the team with professionalism in official appearances with sponsors and administrators.
- Worked with personal trainers to devise exercise regimens and maintain top performance.
- Served as a role model for younger athletes through sportsmanship in

competition and a respectful attitude.

- Collaborated with nutritionists to implement a strict daily nutritional schedule and diet.
- Responded to client calls and inquiries to deliver applicable information.
- Analyzed legal information and proofread material for errors.
- Gained vast knowledge of regulations and policies associated with finance law.
- Attended and actively participated in weekly legal department meetings.
- Participated in client interviews, observed the questioning process, and documented information.
- Demonstrated working with people across different social identities and backgrounds.
- Worked independently to meet deadlines and achieve objectives for special projects.

GreenPath | Oak Park, MI
Legal Assistant Intern
05/2021 - 08/2021

Schafer | Lansing, MI
Research Assistant
01/2021 - 05/2021

- Checked facts, and proofread and edited research documents to confirm accuracy.
- Managed social media publications to spread awareness.
- Interacted and connected with a diverse range of participants, both in person and by telephone.
- Conducted surveys, interviews, and experimental research to facilitate data analysis.
- Created graphs, spreadsheets, and presentation slides to help researchers present findings.
- Implemented quality control measures for research methodologies.
- Responded to emails relating to research.

Spartans Involved in Community Service (SICS) | East Lansing, MI
Volunteer
03/2020 - 01/2021

- Set up tables and chairs and unloaded equipment for various volunteer events.
- Encouraged people to be active in the community through organizational events and projects.
- Met community outreach goals through lead generation and conversion.
- Cultivated relationships and maintained regular communication with nonprofit agencies, schools, and social service agencies to solicit community needs.
- Volunteering at soup kitchens, book banks, crossing guards, etc.

Michigan State University Club Gymnastics | East Lansing, MI
Club Member
01/2020 - 01/2021

- Attended all scheduled practices and training sessions to maintain peak athletic performance.
- Exercised strong leadership skills and practiced self-discipline on and off the mat.
- Identified personal strengths and weaknesses and adjusted techniques to enhance performance.
- Showed discipline and responsible nature during and outside of competitions.
- Listened to coaches, trainers, and support staff and implemented suggestions to enhance team contributions.
- Maintained optimal physical fitness levels through active training, nutritional optimization, and positive lifestyle choices.
- Studied competitors to understand different strategies and gain important advantages.

Cold Case Club | East Lansing, MI
Club Member
09/2019 - 03/2020

- Documented facts and statements gathered from complainants, witnesses, and accused persons.
- Maintained organized records of all information and material pertinent to open investigations.
- Researched and reviewed case files and gathered information to solve crimes.
- Investigated homicides and suspicious deaths to effectively pursue resolution.
- Analyzed data, reports and forensic evidence.

Michigan State University All-Girl Cheer & STUNT | East Lansing, MI
Cheerleader
10/2019 - 02/2020

- Followed a healthy diet and strong exercise plan to stay in top physical shape for games and competitions.
- Maintained physical flexibility through daily stretching and recovery exercises.
- Met with fans and volunteered as representative of the team, which helped bolster attendance and support at games, meets and other events.
- Built strong media and community relationships through positive interaction and communication in support of the sports program.
- Accepted constructive criticism from coaches and teammates to improve skills.
- Attended all scheduled practices and training sessions to maintain peak athletic performance.
- Readied team to compete in tournaments and other special events.

Education and Training

Michigan State University | East Lansing
Bachelor of Arts in Political Science (Pre-Law)
Expected in 05/2023

- Scholar Student-Athlete Award.
- Magna Cum Laude Graduate.
- Dean's List Honoree (2020; 2021).
- Michigan State University Cheer & STUNT Team Member.
- Michigan State University Women's Crew/Rowing Team Member (Varsity Sport).
- Michigan State University Club Gymnastics Team Member.
- FemFest Participant (Singer).
- UURAF Presenter.
- Academic All-American.
- Michigan State University Chapter of The National Society of Leadership & Success.
- Impact89fm Radio Performer.
- Spartans Involved in Community Service.