

Mohamed Abdi

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EDUCATION

University of Washington, School of Urban Studies | Tacoma, WA September 2022 - June 2024
Bachelor of Arts: Urban Studies, Community Development and Planning

University of Washington, Milgard School of Business | Tacoma, WA June 2026
Master of Science: Business Analytics

PROFESSIONAL EXPERIENCE

Savannah Community Consulting | *Program Assistant Analyst* | Seattle, WA March 2023-June 2024

- Organized 10+ public meetings and workshops, boosting community engagement by 35% and gathering input to inform urban development projects.
- Streamlined internal workflows and communication, cutting stakeholder response times by 40% and improving project coordination.
- Identified 15+ potential donors and contributed to 5 successful grant proposals, securing \$50K+ in funding and strengthening partnerships with local organizations and government agencies.

Asia Home Daycare Center | *Administrative & Childcare Support Specialist* | SeaTac, WA May 2021- March 2023

- Supported childcare services for 30+ low-income families, connecting them with essential resources and programs.
- Created and maintained daily spreadsheets and reports, streamlining administrative tasks and improving reporting efficiency by 25%
- Assisted with end-of-year budgeting and accounting, ensuring accurate financial records and compliance with organizational requirements.

Consumer Direct Care Network Washington | *Home Care Support Specialist* | Seattle, WA November 2023-Present

- Provide in-home care and daily living assistance to clients, supporting activities such as bathing, mobility, medication organization, and household upkeep.
- Coordinate with healthcare professionals by translating client needs to doctors and nurses, ensuring personalized and effective care plans.

Enterprise Holdings Mobility | *Fleet Driver/Coordinator* | SeaTac, WA December 2023-Present

- Transport fleet vehicles between branch locations, supporting operational needs and ensuring on-time delivery across 10+ locations daily.
- Perform thorough pre- and post-transport inspections, identifying and reporting 100% of maintenance and damage issues to reduce downtime and improve vehicle safety.
- Coordinate schedules with branch managers and team members, improving fleet turnaround time by 15–20% through efficient routing and communication.
- Maintain accurate digital records of vehicle transfers and inspections, ensuring error-free documentation compliance with company standards.
- Support overall branch operations by assisting with fleet organization, contributing to improved customer vehicle availability during peak demand periods.

EXTRACURRICULAR ACTIVITIES

Tacoma Rescue Mission | *Shelter Volunteer* | Tacoma, WA March 2023- June 2023

- Assisted in preparing and distributing 100+ packaged meals daily for individuals and families experiencing homelessness.
- Organized and stocked food supplies, ensuring efficient use of resources and reducing waste during meal preparation.
- Collaborated with staff and fellow volunteers to assemble care packages containing food, hygiene products, and essentials for families in need
- Supported shelter operations by maintaining a clean and welcoming environment in food service areas.
- Provided compassionate assistance to guests, fostering a respectful and supportive atmosphere for vulnerable community members.

SKILLS & INTERESTS

Languages: Somali, Arabic, English.

Technical Skills: GIS, Microsoft Excel, SQL, Microsoft Office Suite, Adobe Acrobat, Photoshop, Macintosh, Looker Studio, Tableau, Power BI.