

Disaster Relief Coordinator

Aisha Khan

Professional summary

Experienced Disaster Relief Coordinator with years managing emergency response efforts in urban and rural settings. Skilled at mobilizing volunteers, liaising with government agencies, and ensuring rapid delivery of aid and resources during crises.

Experience

Disaster Relief Coordinator

January 2019 - Now
Global Relief Network / Atlanta, GA

- Coordinate disaster response activities including logistics, volunteer deployment, and resource allocation.
- Develop emergency preparedness plans and conduct training workshops for community leaders.
- Collaborate with FEMA, Red Cross, and local agencies to streamline relief efforts and reporting.

Volunteer Coordinator

June 2015 - December 2018
Atlanta Community Action /

- Managed volunteer recruitment, training, and retention for disaster preparedness programs.
- Implemented communication strategies increasing volunteer engagement by 40%.

Professional Affiliations

- Member, International Association of Emergency Managers
- Volunteer, American Red Cross – Disaster Services

Technical Skills

- Emergency Management Software
- Microsoft Office Suite (Excel, Word, PowerPoint)
- GIS mapping basics
- Communication platforms (Slack, Zoom)

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Education

Bachelor of Science in Emergency Management

Georgia State University
Graduated May 2015

Certifications

- Certified Emergency Manager (CEM) – International Association of Emergency Managers (2020)
- FEMA Incident Command System (ICS) 100-400 Certifications (2016–2019)

Skills

Crisis management & logistics	◆◆◆◆◆
Volunteer coordination & training	◆◆◆◆◆
Multi-agency collaboration	◆◆◆◆◆
Emergency communication	◆◆◆◆◆
Data collection & reporting	◆◆◆◆◆

Awards

- 🏆 Outstanding Volunteer Leadership Award, Global Relief Network (2022)
- 🏆 Excellence in Emergency Preparedness, Atlanta Community Action (2017)

Languages

- ◆ Urdu (fluent)
- ◆ Spanish (conversational)