

# ISABEL SHUCHI KHAN

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## SUMMARY

Criminology-focused legal researcher and public-interest advocate with 7+ years of experience in legal research, case preparation, and documentation within Bangladesh's criminal justice system. Supported 85+ criminal defense cases, conducted 500+ client intake interviews, and organized evidence to strengthen defense outcomes. Experienced in policy-oriented work, including public-interest litigation research and contributing to recommendations and reports shared with national bodies. Strong in stakeholder engagement, analytical thinking, and ethics-driven research to advance equitable justice and reform.

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## EDUCATION

### Criminal Justice MA (2025- Current)

John Jay College of Criminal Justice- CUNY

### Bachelor of Laws (2023)

American International University-Bangladesh

### Accredited Mediator (2024)

Bangladesh International Mediation Society

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## PROFESSIONAL EXPERIENCE

### Assistant Human Resources Manager

Jan 2023 - Jan. 2025

Teen Age Modern Fashion Ltd.

- Managed payroll for 2,000+ employees, ensuring compliance.
- Managed onboarding for 300+ employees, ensuring legal and labor law compliance.
- Assisted in interviews for 70+ positions, enhancing retention.
- Handled worker grievances & conflict resolution, reducing internal disputes by 25%.
- Achieved over 90% employee retention through strategic HR initiatives.

### Legal Assistant

July 2020 - Jan. 2025

Society of Justice- Bangladesh

- Supported 85+ criminal case preparations with documentation and case research.
- Conducted 500+ client intake interviews for legal aid eligibility.
- Aided senior lawyers in filing and case coordination, improving efficiency by 30%.
- Organized evidence for 45+ defence cases, contributing to positive outcomes.
- Improved case tracking system, reducing admin delays by 20%.

## Human Resources Generalist

Teen Age Modern Fashion Ltd.

Jan 2020 - Dec. 2022

- Streamlined recruitment and onboarding for 60+ new hires.
- Implemented COVID-19 safety protocols, ensuring workplace safety.
- Supported workplace safety and anti-harassment policies, improving reporting by 40%.
- Conducted background checks, reducing hiring risks.
- Coordinated labor audits and maintained documentation for legal inspections.

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## VOLUNTEER EXPERIENCE

### Legal Rights Advocacy

2021-2023

COVID-19 RMG Worker Support Initiative

- Led 25+ workshops for 300+ workers at two major garment firms.
- Advised in 120+ cases, resolving 40% of reported grievances.
- Created educational materials with 90% positive feedback.
- Partnered with HR teams to implement safer workplace policies post-COVID.
- Conducted surveys to identify labor rights gaps, influencing internal policy reforms.
- Drafted simplified legal guides on wages and workplace safety in Bengali.

### Panelist & Legal Analyst

2024

Human Rights & Peace for Bangladesh (HRPB)- Anti-Corruption Seminar

- Spoke before 100+ attendees, offering legal insights on anti-corruption policy.
- Contributed to 19 recommendations shared with 5 national bodies.
- Co-authored reports distributed across 10+ advocacy networks.

### HRPB- Legal Researcher

2024

Stop Illegal Brick Kilns in Bangladesh Case (Public Interest Litigation)

- Researched 60+ cases to support litigation against 50+ illegal kilns.
- Helped draft filings cited in rulings that boosted enforcement by 30%.
- Aided in outreach reaching 20K+ people, reducing illegal kilns by 20%.

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## SKILLS

• Typing: 60 WPM	• Compliance & legal risk mitigation
• Research design & methods	• Conflict resolution & mediation
• Data collection & management	• Talent acquisition & recruitment
• Data analysis	• Payroll & HR administration
• Policy analysis	• Microsoft Office
• Citation management & source tracking	• Professional communication & stakeholder coordination
• Document drafting, editing & review	

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## REFERENCES

Suproakash D. Amit | +8801627136202  
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Justice- Bangladesh  
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