

ISABEL SHUCHI KHAN

isabelshuchi@gmail.com | +1 929 888-5867

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.

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

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%.

- 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.

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%.

SKILLS

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| • 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 | |

REFERENCES

Suproakash D. Amit | +8801627136202
Chief Administrative Officer | Society of
Justice- Bangladesh
suproakashd.amit@gmail.com

Faruq Ahmed | +8801819241140
Managing Director | Teen Age Modern Fashion
Ltd.
faruq.ahmed.tamf@gmail.com