

---

# Fatema Boxwala

## BIO

Fatema develops strategies to help realize project goals. She researches and brainstorms ideas to design workshop activities that are simple, fun, and purposeful. She observes and documents engagements. Fatema expertly summarizes learnings and translates them into tools by writing language and providing creative direction. Her background in public health research informs her approach to primary and secondary data collection and analysis in communities. She helps develop surveys and key research findings. Fatema has a BA from the University of Michigan in cultural anthropology, a BFA from College for Creative Studies in graphic design, and a MPH from the University of Michigan in health behavior and education. Prior to joining The Work Department in 2015, she worked in public health and philanthropy.

---

## RELEVANT PROJECTS

### **Detroit Environmental Agenda, WD | Detroit, MI**

Facilitated monthly gatherings for collaborative of 20 local non-profit organizations committed to environmental justice. Implemented people-centered process to co-create project management tools such as meeting protocols and processes for decision-making, evaluating, and invoicing. Led strategy and provided creative direction for design of communication tools including website, social media, and “get out the vote” campaign.

### **FoodLab, WD | Detroit, MI**

Led strategy for series of workshops designed to tap into wisdom of FoodLab’s network of food entrepreneurs to develop set of guiding principles, member expectations, and self-assessment tool. Developed workshop goals and activities; documented and analyzed workshop findings; drafted and edited language. Provided creative direction for workshop materials such as presentations and worksheets.

### **William Davidson Foundation, WD | Troy, MI**

Led strategy and facilitation for an environmental scan of Southeast Michigan designed to understand ongoing activities, needs, and interests related to engaging with expats to the region. Strategy included research, interviews, workshops, and surveys with 100+ experts and expats. Drafted a final report outlining recommended areas for investment.

### **AIR, WD | Boston, MA**

Project management and technical oversight for the redesign and development of AIR’s brand and website. Conducted interviews with AIR staff to understand technical needs and problem areas. Wrote RFP and coordinated interviews. Managed design and development firm on AIR’s behalf. Led website testing and managed bug reporting up to and post launch. Helped prioritize post-launch work.

---

**OTHER  
EXPERIENCE**

**2015**

**Program Associate, DMC Foundation | Detroit, MI**

Designed grant application process. Reviewed proposals, communicated with applicants, and wrote summaries. Made recommendations to board.

**2014**

**Designer, People's Liberty | Cincinnati, OH**

Created brand, logo, website, and digital and print assets for residency program. Designed implementation workbook for grantees.

**2013-2014**

**Teaching Assistant, College for Creative Studies | Detroit, MI**

Critiqued and guided students in type and visuals communications courses.

**2009-2011**

**Health Educator, Washtenaw County Public Health Dept | Ypsilanti, MI**

Allocated H1N1 vaccines during shortage, communicated with healthcare providers during H1N1 crisis, and participated in disaster simulations.

---

**EDUCATION**

**2008**

Master of Public Health, University of Michigan | Ann Arbor, MI

**2014**

Bachelor of Fine Arts in Graphic Design, College for Creative Studies | Detroit, MI

**2006**

Bachelor of Arts in Cultural Anthropology, University of Michigan | Ann Arbor, MI