

Determined professional with an expertise in international communication, management, training, and correspondence/materials creation, as well as excellent leadership acumen seeking a challenging position to contribute the utmost of my skills to the organization's further success

SUMMARY OF QUALIFICATIONS

Relationship-Builder | Analytically Minded | Problem-Solver | Achiever | Strong Communicator
 Detail-Oriented | Exemplary Work Ethics | Energetic | Reliable

EMPLOYMENT EXPERIENCE

EDUCATE-BRIDGE | DOHA, QATAR

ESL Trainer

January 2012 – Present

- Leverage superior subject matter expertise in general English to the assigned class of students, while utilizing excellent communication abilities to build rapport with an internationally diverse class
- Test preparation classes, as well as resourcefully utilize the knowledge of local politics, culture, and community issues to provide effective instruction; develop innovative curriculum to comply with individual needs of the students and maximize performance quality

ELITE LEARNING CENTER | AL-KHOR, QATAR

Administrative Officer

October – December 2011

- Served as an assistant to the school director, as well as sustained efficient collaborative relations with the faculty as a second in command; provided compelling support with the new business start-up, solely spearheading the creation of all ledgers, maintaining financial statements, and developing comprehensive marketing materials to enhance company's market position
- Drafted all business correspondence and student applications in timely and accurate manner

AFRICAN COMMUNITY CENTER | DENVER, COLORADO

Case Management Intern

September – October 2011

- Facilitated smooth and proper settlement of the refugees in Denver, as well as resourcefully assisted with the furnishing and airport transfer organization; guided the application process and taught daily living techniques
- Cooperated with various agencies and cultural centers to improve integration process, as well as aided with the employment

PIONEER MAINTENANCE | DENVER, COLORADO

Office Manager

February – September 2010

- Held full accountability for the online sales listing and maintenance, while preparing accurate business correspondence (job bids, financial summaries, sales documentation)
- Administered bills payments and reconciled monthly statements via QuickBooks
- Provided compelling and proactive customer service to both corporations and individual clients to build loyal and long-term partnerships; deployed exceptional interpersonal and negotiation skills

GRASSROOTS CAMPAIGNS | DENVER, COLORADO

Field Manager

June – August 2009

- Furnished compelling leadership for a team of 8, masterfully supervising daily fundraising duties; developed, integrated, and directed field placement and fundraising goals, thus facilitated the Denver office to join the Top 3 offices in the country
- Sustained daily funding records in superior accuracy at all times; recruited, educated, and motivated fundraisers to ensure proper manning of the ongoing campaigns and processes

OVERSEAS EXPERIENCE

Political Exchange Program • Beirut Exchange, Beirut, Lebanon • January 2011
 Political/Economic Exchange Program • Damascus Exchange, Damascus, Syria • August 2010

EDUCATION

Master of Arts Candidate in International Studies, Concentration: Middle East/Language: Arabic

Josef Korbel School of International Studies, University of Denver • June 2011

International Diploma of English Language Teaching • Bridge Language Center • July 2011

Bachelor of Arts in Psychology, Minor: International Studies and Criminology • University of Denver • November 2008

REFERENCES AVIALABLE UPON REQUEST