# KEY COMPETENCES & SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATIONAL FIELD**   * Curriculum Developer * Special Events Manager * Field Trips Organizer | * Class Management Skills * Patient in Giving * Informative   Thinking outside of the box | **ADMINISTRATION FIELD**   * Strategic Planner * MS-Office Applications * Staff Leadership & Development | * Fluent English & Arabic * Organizational Skills * Team Player & Customer Service * Excellent Interpersonal Skills |

# SOFTWARE & PROGRAMING LANGUAGES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Adobe Suite**   * Photoshop * Illustrator * Acrobat | **Microsoft Office**   * Teams * Word * PowerPoint | * Outlook * OneDrive * SharePoint * Excel | **Google Apps**   * Drive * YouTube * Slides | * Meet * Docs * Gmail * Forms | **Program Languages**   * HTML & CSS * SQL |

# EXPERIENCE

***CEO (Chief executive officer)*** …………………………………………………………………………... June 2021 - *Present*

* [**American Islamic Diversity**](https://americanislamicdiversity.org/services.html)*Dallas/Fort Worth, TX, USA (Hybrid)*
* Managing the cases of the newcomer immigrants/refugees; helping them fill out the right paperwork, furnishing their homes, finding vocational trainings and jobs, and helping them integrate in the new western society.
* Delegating and managing the volunteers and making sure they have the proper training for the task they are doing.
* Ordering the food for the food bank/pantry from North Texas Food Bank (NTFB).
* Making sure the donations are delivered to the ones who deserve it.
* Organizing Events for the donors and recipients.
* Attending meetings and collaborating with other organizations and governmental departments and investing opportunities to help the needy.
* Offering Sensitivity Training workshops on how to deal with the Muslims in the professional place and an introduction about the Islamic faith and who are the Muslims.
* Participating in speaking engagements in special events and invitations.

***Web Designer/Developer & Videographer*** ………………………………………………………….. May 2015-March 2018

* [**4K MEDIA PRODUCTIONS**](https://rubaqewar.com/4k/)  *Richardson, TX, USA (Hybrid)*
* Videography: Promotional Advertisements, Special Events, Vlogs, Seminars, etc.
* Photo Editing & Graphic Design: Business Cards, Banners, Advertisements, etc.
* Web design: Interactive and static websites (HTML, CSS, PHP, SQL, JS) & SEO (Search Engine Optimization).

***Marketing Manager*** ……………………………………………………………………………………….. August 2014-December 2016

* **TOP NUTCH** *Dallas, TX, USA (Remote)*
  + Created a plan on how to approach the customers/clients to motivate them to donate for the nonprofit organizations that I was working for such as Guidance College, MAS DFW and MLFA
  + Contacted the customers/clients and followed up with them to fulfill their pledges and payments.
  + Created, organized & updated the spreadsheet of all the clients and customers using Ms. Office.

***Customer Service Manager*** ………………………………………………………. June 2002-June 2006, October 2011-August 2015

* [***WAL-MART***](http://www.walmart.com/) *Dallas, TX, USA (Onsight)*
  + Responsible of all the customers’ needs, and striving for excellence at the front-end.
  + Trained the front-end associates.
  + Mediated between the workers and the management.
  + Sponsored the Cashiers, Greeters, Cart Pushers at the closing shift.
  + Responsible of all the change and cash correspondence between the cashiers and the company.
  + Trouble shooter for the system (network) at the registers.

***Translator (English – Arabic)*** ……………………………………………………………………………. August 2009-December 2009

* [**BUNAT ALGHAD ACADEMY**](http://www.baa.edu.jo/)*Amman, Jordan (Onsight)*
* Translated all the required material of the website and the curriculum from Arabic to English and visa versa.
* Coordinated the data of the website of the school.
* Maintained and troubleshot any problem accurse in the website.

***Marketing Manager*** ………………………..………………………………………………………………………. April 2007-June 2009

* [**ISLAMIC SERVICES FOUNDATION**](https://www.islamicservices.org/)*Garland, TX, USA (Onsight)*
  + Promoted the Curriculum Books to all the Islamic Organizations globally.
  + Maintained the website products and online orders.
  + Followed up on Imports & Exports Orders
  + Sat up booths in the exhibitions and bazaars of conventions and other special events.
  + Experienced in National and International Marketing.
  + Knowledgeable in the inventory system and storing management.

***Executive Secretary*** …………………………..………………………………………………………...…............. Aug 2001-Dec 2001

* **SALIM KHALIL & SONS CO** *Amman, Jordan (Onsight)*
* Coordinated sales with the Exporters from Germany and Spain of the Bathroom and Kitchen Equipment.
* Managed all correspondence including sales negotiations, invoicing, orders and banking.
* General mediator between importers and retailers.

***Public Affairs Executive Secretary & Web Master Assistant*** …………………………………...………….. Summer 2001

* [**EMBASSY OF THE USA in AMMAN, JORDAN**](https://jo.usembassy.gov/)*Amman, Jordan (Onsight)*
* Assisted Executive Public Affairs Section in filing, typing and general secretarial support.
* Assisted Web Master in designing the web site of the Embassy.

# EDUCATION

**Bachelor’s degree:** *Arts & Technology; Gaming Concentration*

**UNIVERSITY OF TEXAS at Dallas** *Richardson, Texas, USA (GPA 3.9)*

**Diploma Degree**: *Office Management and Executive Secretarial Program*

**Y. W. C. A. (Young Women's Christian Association/Amman) Vocational Training Center** *Amman-Jordan (GPA 3.2)*

**LICENSES & CERTIFICATIONS**:

***LinkedIn:***

|  |  |
| --- | --- |
| * Coaching Yourself through the Ambiguity of Leading 03/10/2022 * Being Positive at Work 05/11/2021 | * Microsoft Collaboration: SharePoint, Teams, Groups, and Yammer (2020) 06/15/2021 |

# ACHIEVEMENTS

* *MAJORS HONOR; Academic Honor: University of Texas at Dallas 2018*
* *MAGNA CUM LAUDE Honor; Academic Honor: University of Texas at Dallas 2018*
* *THE MAP; Third Place in the Research Competition of Abdullah AbdulGhani Center, Subject: Religious Fundamentalism 2013*
* *PHI THETA KAPPA Academic Honor 2005: Richland College*
* EXUBERANT ENERGY SPEAKER: *Richland College 2005*

*Check my* ***linkedIn*** *for more achievements:* <https://www.linkedin.com/in/ruba-qewar-173511155/>