**Dana**

**Dana.331121@2freemail.com**

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**EDUCATION**

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| --- | --- | --- |
| WESTERN UNIVERSITY (UWO), London, ON | Dec. 12 |  |
| ***Bachelor of Liberal Arts*** *(Double Major in Political Science and Dimension of Leadership)* |  |
| LATIFA SCHOOL FOR GIRLS, Dubai, UAE |  |  |
| ***High School Diploma*** (Assisted Project Leaders for Open Days and Play Productions) | May 7 |  |
| **CORE STRENGTHS** |  |  |

* Ability to research topics, gather relevant information and produce focused, concise reports
* Excellent computer skills Microsoft Word, Microsoft Project and Microsoft Excel
* Works well in fast paced environments, individually or in a team
* Skilled in establishing contacts in the community through effective networking
* Great organizational and multi-tasking skills

**EXPERIENCE**

 DUBAI, UAE

***Secretary*** Mar. 15 - Present

* Created and maintained detailed projects reports
	1. Increased productivity through clear communications of project status to executive staff
* Ensured financial presentations were structured and consistent
	1. Delivered a clear and direct purpose of the presentation
* Developed and maintained a filing system for every project, department wide
	1. Increased efficiency by eliminating redundancies
* Took initiative by supporting other departments in producing a systematic procedure form
	1. Carried a clear message to external auditors on the departments weekly procedures
* Took sole responsibility for maintaining and updating the company’s Project Management system
	1. Kept Strategic & Planning Quality departments up to date with the department’s projects

|  |  |  |
| --- | --- | --- |
| LIFE STORY EVENTS, London, ON | Sep. 13 – Sep. 14 |  |
| ***Event Coordinator*** |  |
| • Coordinated charity fundraiser, private parties and weddings |  |  |
| o Increased the company’s efficiency and productivity |  |  |
| • Produced marketing strategies |  |  |
| o Expanded the company’s network throughout the community |  |  |
| **COMMUNITY INVOLVEMENT** |  |  |
| LONDON CROSS CULTURAL LEARNER CENTRE, London, ON | Apr. 13 – Aug. 14 |  |
| ***Match Program*** |  |

* Supported English Language Development in newcomers

o Encouraged dialogues and organized activities to increase community integration

**AWARDS**

* Dubai Economic Council’s Best Active Employee of 2015

**REFERENCES AVAILABLE UPON REQUEST**