## 527207370.jpgESRA

##

**Current Location:** Dubai, UAE

**Email:** ESRA.333686@2freemail.com

**Age**: 23

**Gender**: Female

**Nationality**: United States

**Marital Status**: Single

|  |  |  |
| --- | --- | --- |
| **Professional Experience** |  |  ­­*RETIREMENT ACCOUNT CONSULTANT* | Great west financial| FebRuary 2016- August 2016* Managed 401k and IRA/Roth retirement plans for clients (loans, withdrawals, and distributions)
* Made recommendations to clients regarding their investment portfolios dependent on their objectives
* Managed expectations to ensure the company’s products and services matched our clients’ needs
* Processed all client related transactions in a professional and timely manner related to internal/external payment requests in accordance with the stock exchange
* Developed and fostered long lasting positive working relationships with clients

*EXECUTIVE assistant* | Clear Creek Consulting | Janurary 2015-august 2015* Wrote and distributed emails, correspondence memos, letters, faxes, and forms
* Assisted in the preparation of reports to management
* Maintained the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedure

*Administrative Assistant* | UNiversity of COlorado Boulder Event planning CENTER|August 2013-MaY 2014* Answered all incoming phone calls/emails and transferred to appropriate department
* Completed all necessary office work required (data entry/ filing/ invoices)
* Scheduled rooms at the university for parties, fundraisers, and other social events
* Established a good working relationship with student groups and outside organizations

*Community Advisor* |UNiversity of Colorado Boulder Housing| August 2011-May 2013* Monitored drugs and alcohol in the dormitory building in compliance with regulations
* Maintained a good attitude as building served both students and parents visiting
* Followed university procedures to promote optimum safety practices to provide a safe environment for the university
 |
| **Education** |  | *BacheLor of arts* | UNIVERSITY of COlorado boulder |Boulder, Colorado – U.S.Graduation date: December 2015* Major: International Affairs with a concentration in the Middle East and North Africa
* Certificate in the Arabic language
* Study Abroad experience: Morocco and Jordan
 |
| **Skills** |  | * **Language skills:** Fluency in English (written and spoken)
* Bilingual in Arabic
* **Computer skills:** Microsoft word, excel, outlook, etc.
* Ability to challenge status quo and continuously optimize processes and tasks in own area of responsibility
* Capability to take initiative and complete tasks in a timely manner
* Ability to build effective working relationships across hierarchal levels and functions
* Numerate, analytical, and strong problem-solving skills
* Financial - Series 63

 |