## 527207370.jpgESRA

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**Current Location:** Dubai, UAE

**Email:** [ESRA.333686@2freemail.com](mailto:ESRA.333686@2freemail.com)

**Age**: 23

**Gender**: Female

**Nationality**: United States

**Marital Status**: Single

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| **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 |