**Fatima Alsalami**

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**EDUCATION:**

**University of Alabama at Birmingham, Birmingham, AL**

Bachelor of Arts in Art Studio with a concentration on Graphic Design GPA: 3.82, December 2020

**Jefferson State Community College, Birmingham, AL**

Associate Degree in Biology, May 2018

**Vestavia Hills High School, Vestavia, AL**

Advanced Diploma, May 2016

**QUALIFICATION HIGHLIGHTS:**

* Possess excellent decision making and time management skills
* Over 6 years of customer service and sales experience in fast paced public environments
* Ability to handle challenges and multiple tasks
* Experience working in groups given complex tasks
* Experienced with Computer software i.e., Microsoft Office Suite, Office, Excel, Power Point
* Skilled in using Adobe Suite (Illustrator, Photoshop, In-Design, and After Effects)
* Bilingual, fluent in Arabic and English – both spoken and written

**EXPERIENCE:**

**Artist (Freelance) Self-Employed - Various Clients**

**March 2019 – Current**

* Create logos, business systems, menus, GIFs, flyers, package designs, T-shirts design accordion books i.e.
* Create abstract sculptures to be displayed in local establishments.
* Assess client needs and restrictions (including budget).
* Professional resin artist
* Created custom artwork for clients.
* Small business owner of Salamand.Co online shop.
* Provide excellent customer service and a great attitude with clients.
* Maintain a professional appearance and work area.

**Student Artist –UAB Bloom Studio**

**August 2020 – December 2020**

* Designed logo, business system, and post cards for Klein Arts & Culture Organization.
* Designed a logo for Orange Audubon Society.
* Designed a license plate for Jimmie Hale Mission Organization.
* Designed a T-shirt logo for Private Practice Club Optometry Organization.

**Work-Study Financial Assistant – UAB Alys Stephens Center of Finance Department**

**October 2018 – March 2020**

* Handled Campus Errands
* Reviewed and Verified Student Accounting Receipt Reconciliation
* Corrected Vocabby Work Revenues and Expenses
* In charge of BuyUAB online ordering transactions
* Responsible for Pcard expense log and system reconciliation
* Assisted in Merchandise Sales communication verification
* Followed up on ASO Ticket Settlement Reconciliation

**UAB Arts in Medicine – Intern Program Assistant**

**January 2019 – March 2020**

* Collaborated with the office to highlight programs for the hospital.
* Planned and executed outreach for special programs and activities.
* Ensure intake and storage of paperwork was handled appropriately, maintaining and updating as needed.
* Maintained communication with project coordinators to fulfill special request programs.
* Presented program information to patients of the hospital and engaged them in activities.

**UAB ASC ArtPlay – Art Summer Camp Teacher Assistant**

**June 2019 – July 2019**

* Gained leadership, responsibility, patience and creativity working with children.
* Managed student behavior and create a positive fun classroom environment.
* Engaged students in creative process, cultivating their talents while deepening their knowledge and understanding of art, design, and other activities.
* Maintained children’s attention during group time by presenting material in a fun and exciting way.
* Worked under teacher’s direction to maintain a clean, safe, and comfortable classroom.

**Record Keeper - Jefferson State Enrollment Service Office**

**April 2017 – July 2018**

* Responsible for organizing and managing student sensitive information data.
* Used computer aided software to locate and retrieve student records.
* In charge of preparing and sending off student information via mail and email.

**Seasonal Sales Associate - Macy’s**

**November 2017 – January 2018**

* Handled and balanced large sums of money while building rapport with people and being strong team player taking pride in performing well and enjoying helping others.
* Assisted customers on an open sales floor to accomplish sales.
* Assisted customers on an open sales floor to resolve their technologic needs and accomplished sales solutions.

**Receptionist - Jefferson State American with Disabilities Office**

**November 2016 – March 2017**

* Responsible for answering and directing calls to and from an office environment
* Aided in test taking preparation for students with accommodations
* Assisted students in completing confidential documents.
* Organized and transported documents to the appropriate location for data entry.

**HONORS AND ORGANIZATIONS:**

UAB Presidential Honors, 2020

UAB Dean’s List, 2018 – 2019

National Society of Leadership and Success, 2018 – Present

[The Society for Collegiate Leadership & Achievement](https://thescla.us15.list-manage.com/track/click?u=8c453b16bdcf972a4eaf4ec1d&id=c6f862ffb0&e=d17047d307), 2018 – Present

Sigma Alpha Lambda, 2019 – Present

UAB Arts in Medicine, 2018 **–** 2020

Multicultural Students Association, 2016 **–** 2018

Art and Animation Guild, 2017 **–** 2018