Dua Hasan

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# Education

# Bachelor of Science in Web development | Current student | Bellevue University

## Associate of Applied Science Degree | Southeast TechNical Institute

* Major: Computer programming

## Diploma IN SOFTWARE SUPPORT SPECIALIST |2017-2019| SOUTHEAST TECHNICAL INSTITUTE

## Bachelor degree in media studies| 2011-2014 | Damascus university

* Major: Media
* Minor: Social Media

# Skills & Abilities

## communication skills

* + A very good verbal and written communication skills, and good listener.
  + Strong planning, organizational.
  + Fast Learner.
  + Attention to detail
  + Problem solving skills
  + Excellent time management
  + Ability to collaborate and work as a member of a team

## COMPUTER SKILLS

* + Good ability to use computers and related technology efficiently
  + Microsoft office.
  + Programming (HTML5, CSS, C#, SQL, JavaScript).
  + Web and social media.
  + Networking.
  + Hardware installation (monitors, keyboards, printers, and disk drives).

**LANGUAGES**

* + English: Fluent
  + Arabic: Fluent
  + Spanish: intermediate

## learning ability

A fast learner, multitasker and dependable.

## Leadership

Lead and organize a group of people.

# Experience

## order entry analyst | Medvantx | 4/27/2020\_ 6/1/2022

Ensures efficient, accurate prescription services for patients. Responsibilities include data entry, analyze data, and departmental routing.

## Outreach and transportation Employee | City of sioux falls | 4/1/2019\_ 06/07/2019

Data entry, interpreting, and provide transportation to the patients.

## Interpreter | Lutheran social services | 11/27/2017 \_ 06/28/2019

Provide professional verbal and/or written interpretation to organizations throughout the tri-state area.

## MA | Jcpenney | 9/10/2017 To 12/2017

The Merchandise Associate’s role is to take ownership of their assigned area, engage with Supervisors and peers in order to deliver an amazing shopping experience that will delight the customers.

Solve problems and make smart decisions that drive sales, profit or customer service, execute the work efficiently and effectively, inspire strong performance.

Responsibilities:

* Costumer Service
* Sales
* Support a learning environment and training.

## Sales Associate | jcpenny | 2/2017 To 9/2017

* Greeting customers, assisting guests with finding merchandise, stocking, and organizing product on the sales floor, ringing up purchases, and handling returns and other discrepancies.

**Interpreter | UNHCR | 4/2015 TO 10/2016**

Voluntary Work as an Arabic Interpreter for the refugees.

**References**

1. *Feras Derany, Database analyst for Lutheran Social Services*

*Sioux Falls, SD Mob.605-254-2852.*

1. *Kathy Retzlaff, Supervisor at Lutheran Social Services*

*Sioux Falls, SD Phone: 605-731-2000*

1. *Khaled Chebib, Vice President at Cititbank*

*Sioux Falls, SD Mob.314-603-7331*