

# Hussain Al-Jabur

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## Education

### Relevant coursework and certifications

- Majoring in Healthcare Administration at Eastern Michigan University
  - Databases and SQL for Data Science with Python from Coursera and IBM
  - Crash Course on Python by Coursera and Google
  - HTML, CSS, and Javascript for Web Developers by Coursera and Johns Hopkins University
  - Coursera and Google Certificate of Technical Support Fundamentals
  - Coursera and the University of California, Davis certificate in Javascript basics
  - Coursera and IBM Certificate Introduction to Data Analytics
  - Coursera and IBM Certificate Excel Basics for Data Analysis

## WORK EXPERIENCE

**Century 21 – Dearborn Heights, Michigan**

**November 2019 - PRESENT**

### Real Estate Agent

Responsible for working with rental clients and having our brokerage represented.

- Promptly respond to customer inquiries in person or through the phone.
- Help new homeowners understand first time home buyer process and make it as smooth as possible
- Conduct showings, send in offers, help with hiring inspector, negotiate, and arranged closing with the title company
- All inquiries were captured and managed through our customer relationship management(CRM) to create long-term success.

**United States Census- Detroit, Michigan**

**August 2020- October 2020**

### Census Enumerator

- Visited assigned neighborhoods and knock on doors of households that have not yet participated in the Census
- Interviewed residents in assigned areas, explaining the purpose of the Census, answering their questions, and recording their answers
- Use smartphones provided by the Census to record information
- Maintain and submit records of hours worked, miles driven, and expenses incurred on the job
- Meet with supervisor to review procedures, report issues or concerns, and receive updated instructions
- Attended team meetings and communicate with other Census takers via phone

**Century 21 – Dearborn Heights, Michigan**

**March 2019- November 2019**

**Real Estate Assistant**

Partly Responsible for a two percent increase in sales production.

- Created advertisements to capture leads and followed up on those leads.
- Set up appointments, where we were able to secure new clients.
- Filled out paperwork, had all documents organized for closing.
- Effectively managed approximately 100 incoming calls daily.

**Memorable T-shirts- Dearborn Heights, Michigan**

**October 2018– August 2019**

**Owner**

Responsible for budget, meeting sales deadlines, and marketing.

- Well-designed 2,000 T-shirts.
- Coordinated the roles and deadlines of Team members.
- Developed and managed budget with a clear profit margin
- Created a network with influencers (Fan pages).

**PROFESSIONAL SKILLS**

- Basic computer programming skills (HTML and CSS)
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows 10 and Mac OS X.
- Excellent communication skills with a focus on team-building and customer relations.
- Outstanding organizational, multitasking, and problem-solving abilities.

**LANGUAGE COMPETENCIES**

- English: native language
- Arabic: fluent (speaking)