

Lama A. Alsalem
Riyadh, Saudi Arabia
Phone: +19492326952
lama.alsalem91@gmail.com

OBJECTIVE

To obtain a position that will enable me to use my strong communication and personal skills, educational background, humanitarian/social work background, and my ability to work well with people.

EXPERIENCE

2013 Shanti Orange County Laguna Hills, CA

Intern

- Community outreach.
- Office assistant.
- Organized events.
- Attended seminars and other program related meetings.

2013 Laguna Beach Youth Shelter Laguna Beach, CA

Intern

- Stabilize the youth and facilitate family reunification.
- Assisted the residents (youth) in working towards their treatment goals.
- Collaborated in the group therapy with the residents.
- Worked as a positive role model for the residents.

2014 John W. Mack Elementary School Los Angeles, CA

Intern

- Master's of Social Work intern.
- Worked with children who need individual counseling.
- Worked with children in group counseling.
- Helped children and their parents in family Counseling.
- Evaluated and addressed individual student needs and concerns.

2015 Foshay Learning Center Los Angeles, CA

- Master's of Social Work intern.
- Worked with children who need individual counseling.
- Worked with children in group counseling.
- Organized events.
- Evaluated and addressed individual student needs and concerns.
- Conducted mental health assessments in schools.
- Helped children and their parents in family Counseling.
- Support Groups.
- Parents engagement groups.

2015 Sandy Segal Youth Health Center Los Angeles, CA

- Worked with children/adolescents who need individual counseling.
- Worked with children and familie in group counseling.
- Interviewed clients and their families.
- Organized events.
- Evaluated and addressed individual student needs and concerns.
- Wrote court reports, detailed case reports, and other legal documents.
- Conducted mental health assessments.
- Communicated with schools and agencies to obtain/provide information.
- Presented case reports for review and discussion with other staff members.

2016 - 2017 Alwaleed Philanthropies Riyadh, Saudi Arabia

- Project Officer.
- Public Relations and Media Officer.
- Assisted in the Marketing & Communication function of AP.
- Represented AP at national and regional philanthropy events.
- Produced press releases.
- Organized press conferences.
- Built and maintained solid relationships with reporters and media vehicles.
- Managed AP's participation at various events.
- Organized events/workshops.

EDUCATION

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------|
| 2008-2009 | University High School | Irvine, CA |
| <ul style="list-style-type: none">▪ High School Degree.▪ 3.2 GPA out of 4. | | |
| 2010-2014 | Chapman University | Orange, CA |
| <ul style="list-style-type: none">▪ Bachelors of Arts in Sociology.▪ Women's Studies minor.▪ 3.5 GPA out of 4.▪ A member of The National Society of Collegiate Scholars. | | |
| 2014-2016 | University of Southern California | Los Angeles, CA |
| <ul style="list-style-type: none">▪ Master's of Social Work.▪ 3.6 GPA out of 4. | | |

QUAIFICATIONS

- Flexible, reliable and hard-worker.
- Quick learner.
- Strong communication and interpersonal skills.
- Ability to handle deadlines and work well under pressure.
- Detail oriented with very good planning and organizational skills.
- Document management.
- Charting.
- Community outreach expert.
- Energetic work attitude.
- Accepts responsibilities.
- Computer skills: Data Entry, Word Processing, Microsoft Words, and PowerPoint.

LANGUAGE PROFICIENCY

- Fluent in Arabic
- Fluent in English.