

Lama A. Alsalem

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Objective

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

Education

MA in Social Work, *University of Southern California*, Los Angeles, California, **May 2016**

GPA: 3.6/4.0

BS in Sociology, *Chapman University*, Orange, California GPA: 3.7/4.0, **May 2014**

GPA: 3.5/4.0

Work Experience

Public Relations and Media Officer, *Alwaleed Philanthropies*, Riyadh, 2016 - 2017

- 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.

Social Worker, *Sandy Segal Youth Health Center*, Los Angeles, California, 2015 - 2016

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

Social Worker, *Foshay Learning Center*, Los Angeles, California, Semester Internship 2015

- Worked with children/families who need individual counseling and group counseling.
- Organized events.
- Conducted health assessments in schools.

Social Worker, *John W. Mack Elementary School*, Los Angeles, California, Semester Internship 2014

- Worked with children/families who need individual counseling and group counseling.
- Organized events.
- Conducted health assessments in schools.

Social Worker, *Laguna Beach Youth Shelter*, Laguna Beach, California, School Internship 2013

- Stabilized the youth and facilitated 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.

Office Assistant, *Shanti Orange County*, Laguna Hills, California, School Internship 2013

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

Certificates

Motivational Interviewing, *USC School of Social Work*, September 2014

Cognitive Behavioral Training, *USC School of Social Work*, September 2015

Skills

- 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

Arabic Fluent

English Fluent