### SELMA NOUR ELHOUDA MALLEM

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# Certifications and Skills

**Certification:**

* CITI Program (2021)
* IBM Data Analytics (2022)

**Technology: R programming Skills**

* Proficient in data visualization with R, including experience with ggplot2, ploty, and shiny.
* Created interactive data visualizations to communicate insights in my class projects.
* Skilled in data manipulation with R, including experience with dplyr and tidyr. Used R to clean and prepare large datasets for statistical analysis.
* Proficient in statistical modeling with R, including experience with linear regression, logistic regression, and time series analysis.
* Proficient in R-markdown (created posters, presentations, and codebooks).
* Strong financial modeling, visualization, problem-solving, reporting, integration, and program evaluation.

**Languages:**

* English: Advanced reading, writing, and speaking.
* French: Native speaker.
* Arabic: Native speaker.

**Miscellaneous:**

* Led a capstone project at American University conducting research with the US Department of State (ECA, MELI unit) on Theories of Change (TOCs).
* Research and administrative leadership; organization; active listening; cultural competency; interpersonal strengths, discipline management; decision-making; team management; multitasking strength; and ability to get familiar with any required skill.

# Education

**American University, School of International Service Washington, DC**

MA International Economic Relations/ Quantitative Methods *Graduation May 7, 2024*

**Relevant Coursework:**

Data Analysis and Econometrics

International Trade and Finance

International Economics

Applied Managerial Statistics

**American University, School of International Service Washington, DC**

BA (Honors) International Studies GPA: 3.67/4.0 *2020/2022*

**Batna 1 University Batna, Algeria**

*Law and Political Science Coursework* *2018/2019*

**Batna 2 University Batna, Algeria**

*BS Biochemistry 2016/2018*

# Work Experience

**Shorelight / American University Washington DC**

English/Economics/ Writing Tutor *August 29 -Present*

* Support international students with their English language and their college applications.
* Assist international students with the writing assignments required during the program.
* Provide academic support and tutoring sessions in Economics (macroeconomics and microeconomics).
* Hold academic, cultural, and linguistic workshops for international students.

**American University Washington DC**

Undergraduate and Graduate Teacher and Research Assistant *August 29 -Present*

* Assist the professor with academic work and creating and developing learning materials.
* Recordkeeping of student progress and grades during the academic year.
* Assist students with homework during office hours and reinforce course objectives.

**Center for Intercultural Education and Development Washington, DC**

*Program Assistant (intern) April 2022 -April 2022*

* Support to gateway’s short-term, executive programs.
* Ongoing support to international students to ensure that the group receives an excellent training experience in the United States.
* Provide campus tours, accompany groups on campus site visits, and set up lectures**.**

**World Export LLC Washington, DC/ Algiers, Algeria**

Chief Executive Officer *July 2020 – November 2021*

* Founded World Export LLC a US-based, Algerian/American LLC that aims to assist and promote the commercial activities of companies throughout the world.
* Worked closely with Algerian producers and importers to promote their products in the US and across Africa and the MENA region.
* Established a partnership with MSC Algiers and drove a good business relationship mainly in Export and shipping, and freight forwarding.
* Created weekly webinars (Parlons Tidjara) for entrepreneurs to inform them about topics related to the export and import sectors, food regulations, and documentation.
* Created the first website in Algeria that promoted products made in Algeria to give them more visibility on the international market.
* Worked closely to promote Algerian products at the Food and Beverage West Africa in Lagos, Nigeria trade show.

**Algerian Center for Economic Diplomacy (CADE) Paris, France**

*Correspondent / Division Co-Founder January 2019–Present*

* Conducted interviews with government officials and international political figures such as John Bolton.
* Wrote, edited, and translated articles in French, English, and Arabic, and revised body copy for articles.
* Worked on freelance projects and provided strong writing of articles and social media.
* Fact-checked sources and information.
* Performed general office work.

**BTL Training Center Batna, Algeria**

*Advanced Level English Private Tutor June 2018–July 2019*

* Tutored students requiring assistance in grammar and reading comprehension.
* Led several classes throughout the year, including general English courses that I have developed based on students' learning schemes.
* Taught standardized test information based on high school/college - Algerian curriculum and guided students on testing techniques.

**Aroma Cafe Batna, Algeria**

*Marketing Manager April 2018–June 2018*

* Supervised most of the marketing and planning activities.
* Formulated and helped launch marketing and promotional campaigns to maximize profits.

# Volunteer experience

**American University Best Buddies Organization (AUBBO) Washington, DC**

*Vice President January 2020–May2022*

* Collaborated with various school departments to identify challenges and plan restorative actions.
* Coordinated work during the pandemic to keep the team on track with the organization's goals.
* Assisted team with development programs and activities for students with intellectual and developmental disabilities (IDD).
* Coordinated staff across multiple locations during the pandemic with several meetings to ensure training workshops.