## **Masoud Saleh Masoud**

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**EDUCATION**

* Bachelor’s Degree of Commerce - Major in Management, John Molson School of Business - Concordia University, Montreal, Quebec**,** (Fall 2018 - Summer 2020)
* English as a Second Language Certificate - Intensive English Language Program - Center of Continuing Education (Concordia University), (2014)
* High School Diploma - Afriquia High School, Tripoli, Libya, (2011)

**LANGUAGES**

Fluent in Arabic, English as a second language, and basic French.

**COMPUTER SKILLS**

* Operating systems: Windows, Mac OS.
* YuJa Enterprise Video Platform.
* WordPress blogging: creating personal blog and editing content.

**WORK EXPERIENCE**

* Part-time invoicing and pay-roll manager, Global Moving Montreal, (Nov. 2020 - Jan. 2021)
  + Prepare weekly clients’ invoices for moving shifts and special projects.
  + Keep track of the employees list of working hours and payments.
  + Prepare tax filing documents.
* Part-time **St**udent **A**mbassador**,** the Centre for Continuing Education - Concordia University**,** (Sept. 2019 - Mar. 2020)
  + Attend training in working with international student population;
  + Attend new student orientations;
  + Monitor, plan and supervise weekly afternoon workshops, activities and outings;
  + Accompany students on socio-cultural outings on campus, locally and regionally;
  + Provide opportunities to students to explore the Concordia campus;
  + Facilitate language practice activities for students in English.
* Part-time videographer**,** the Centre for Continuing Education - Concordia University**,** (Sept. 2018 - Mar. 2020)
  + Videotape full lectures (audio and video) in different classroom settings using camera equipment and YuJa platform.
  + Make sure the lectures’ videos are saved into YuJa platform.
  + Train new videographers.
  + Accompany new videographers during their first shift.
  + Plan ahead of time and arrive early to set up equipment and to solve any unexpected issues.
  + Be autonomous and responsible while performing my job.
  + Communicate with supervisor, co-workers, and teachers
* Exam Invigilator, the Centre for Continuing Education - Concordia University**,** (Aug. 2019 - Jan. 2020)
  + Invigilate French Placement Tests for new students
  + Welcome students and check their IDs.
  + Provide instructions and handout exam booklets
  + Monitor the whole exam and guide students where to go for the speaking part.
  + Bring the exam booklets to the mailbox room.
* Part-time evaluation papers distributor and exam invigilator the Centre for Continuing Education - Concordia University (Oct-Nov, 2019)

Hand out the evaluations to the students to evaluate their instructor.

Read a script to the students.

Collect the filled out evaluation and bring them to the mailbox room.

* Personal assistant of Libyan author Najwa Bin Shatwan**,** (2018 - present)
  + In charge of the in-bound and out-bound email correspondences to publishers and event organizers, etc.
  + Organize books’ contracts and manuscript drafts.
  + Keep track of the author's upcoming events.
  + Facilitate English language barrier and help arrange events' invitations.
* Contributor at “Ne9ash”, a Libyan Website and Blog**,** (2016 - 2017)
  + Writing books reviews
  + Edit and organize the book review using WordPress blogging site.

**VOLUNTEER EXPERIENCE**

* **Note taker** in the note sharing program, Access Centre for Students with Disabilities, Concordia University (Sept. 2017 – Dec 2017)
  + Upload my notes for the assigned class weekly.
* **Volunteered at Santropol Roulant,** (2014 – 2016)
  + Helped on the Meals-on-Wheels program: prepared and delivered food to elderly individuals.

* **Volunteered at the Slasammuit Conference (McGill University),** (Mar. 2015)
  + Helped participants with information on where to go and what to do.
  + Organized and took care of participants.
  + Helped logistically by bringing and organizing the locations, and the flow of the conference.
* **Volunteered at the Relay for Life with the Canadian Cancer** **Society in the West Island,** (June 2015**)**
  + Assisted with raising money for cancer causes.
  + Helped assign other volunteers’ activities at the reception.
  + Responsible for letting all volunteers know what tasks they are being assigned to do.
  + Managed the volunteers’ checking-ins and outs.
  + Helped to distribute food/drinks to participants.
* **Volunteered casually for the Canadian Cancer Society,**  (2015)
  + Prepared documents in an alphabetical order.

**AWARDS AND ACHIEVEMENTS**

* Certificate of completion of English intensive courses with distinction – Center of Continuing Education (Concordia University), (Jan. 2014 - Nov. 2014).