

Amenah Altamimi

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EDUCATION

California State University, Fullerton – Fullerton, CA

Master of Business Administration (MBA) – Concentration in Business Analytics & Finance

Expected Graduation: Spring 2025 | GPA: 3.8/4.0

Bachelor of Arts in International Business, Global Trading

Graduated: December 2022 | GPA: 3.3/4.0

Dean's List: Spring 2021, Summer 2021, Fall 2021

PROFESSIONAL EXPERIENCE

Diving Instructor – Kuwait

November 2020 – December 2022

- Ensured the safety and skill development of divers through structured instruction.
- Conducted timely inspections and maintenance of diving equipment.
- Managed client progress reports and streamlined scheduling processes.
- Delivered engaging lessons while adhering to strict timelines.

Operations Manager – Family Transportation Business, Kuwait

September 2020 – August 2021

- Designed and implemented an operations system to improve scheduling and service reliability.
- Led the creation of customer feedback programs to boost satisfaction and loyalty.
- Oversaw monthly performance reporting and initiated continuous service improvements.
- Directed reporting system upgrades to enhance real-time decision-making and efficiency.

Festival Management Officer – P2BK, Kuwait

November 2013 – March 2014

- Supported end-to-end planning and logistics for a high-profile national festival.
- Maintained detailed documentation for evaluation and future planning.
- Provided insights and recommendations for the 2015 festival improvement plan.

SKILLS

- Financial Trading & Market Analysis
- Team Collaboration & Cross-Cultural Communication
- Project & Operations Management
- Microsoft Office Suite (Excel, PowerPoint, Word)

- Content Management & Report Writing
- Bilingual: Fluent in English & Arabic
- Certified Advanced Diver (2020)