

# Dinara Salem

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## EDUCATION

**B.A, International Relations**

May 2013

Minor: History

**High Point University**, High Point, NC

## EMPLOYMENT HISTORY

**Girl Rising**, New York, New York

*Engage Intern*

July 2015- Present

Work closely with Girl Rising “Engage Team” to help provide support to the Girl Rising’s USAID funded project in India, Nigeria and Democratic Republic of Congo. Provide assistance with research, policy issues and report and draft of program materials.

*Campaign Intern*

October 2014- Present

Provide administrative and organizational support to different program areas. Assist in planning and execution of ongoing campaign initiatives. Manage grassroots community management and support the Regional Ambassador Program. Assist with research, facilitate incoming and outgoing communications and manage the social media platforms.

**Major foot/ankle surgery and rehabilitation**

April 2014-November 2014

**Dress for Success Morris County**, Madison, NJ

*Intern*

September 2013-April 2014

Took on different roles within the organization including: providing administrative support to the Executive Director, scheduled meetings with clients, contacted corporate sponsors for fundraising, updated the client database, and involved in planning annual gala. Maintained and organized the “Dress for Success Shop” and helped customers prepare for interviews.

**Ann Taylor**, Chester, New Jersey

*Sales Associate*

October 2013-April 2014

**High Point University, Academic Services**

*Russian Tutor*

October 2012-May 2013

Tutored students in Russian conversation, grammar, reading and exam preparation.

**High Point University, Survey Research Center**

*Telephone Interviewer*

October 2012-May 2013

Surveyed people in North Carolina and beyond about crucial public affairs issues and recorded the results for social science research using a variety of quantitative and qualitative methods. Interviewed people to gather information on local and regional topics including NC statewide public opinion on Presidential candidates, Congress, education, the economy, and state representatives.

**Holly Manor Nursing Home**, Mendham, NJ

*Volunteer*

June 2007-June 2009

Assisted the Activities Department with organizing events, delivering mail and entertaining the residents.

## SKILLS

- Native Russian speaker (English-Russian reading, writing and speaking)
- Strong communication and organizational abilities
- Applying demonstrated learning skills and a strong work ethic to the task at hand
- Proficient at Microsoft Office, Social Media, Constant Contact and Salesforce

## ORGANIZATIONS

- Alpha Chi Omega, *Founding Sister* at High Point University

(Cultural Chair 2012)