

Zeinab Hared

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PROFESSIONAL SUMMARY

Performance driven and dedicated professional capable of coordinating and collaborating in a fast-paced environment while remaining detail oriented and solution focused.

QUALIFICATIONS AND SKILLS

- Computer programming, HTML, CSS, JavaScript
- Proficient in developing databases, creating user interface, writing & testing codes
- Troubleshooting simple/complex issues and implementing new features based on user feedback
- Experienced with Microsoft Office Suite and working knowledge of all applicable computer software and ability to train others.
- Strong experience in entering and tracking data and designing and maintaining data sources.
- Outstanding communication skills with all organizational and cultural levels
- Exceptional command of the English language with strong writing skills
- Articulate and very effective working with people of different backgrounds and temperaments
- Highly organized and expert in multi-tasking and prioritizing.
- Flexible and adaptable, can embrace new concepts and methods and assimilate quickly in transitions
- Cooperatively work with others to produce and deliver required work.
- Detail-oriented and conscientious and keen eye for errors and inconsistencies.
- Resourceful problem solver and can adept in anticipating and analyzing problems, then formulating solutions.

WORK EXPERIENCE

Child Care Resources – Seattle, WA | January 2020 – Present

Administrative Data Specialist

- Provide information and resources about our programs to potential community partners and to others who need additional information
- Collaborate and maintain working relationships with community partners to collect information and data, provide training, and answer questions about data collection
- Oversee the administrative aspect of our database and other data-tracking systems by using these systems to input data, track data, recommending, and implementing improvements, providing training, and trouble-shooting challenges
- Lead in developing new, streamlined data tracking systems and in designing new website, social media, and other online data tracking systems
- Prepare reports for funders, community partners, and others, extracting data and information from our database and other data-tracking systems
- Prepare and track contracts and invoices in coordination with the accounting team
- Format and arrange for translation of curricula, evaluation, training, and other materials

Kent School District – Kent, WA | October 2016 – December 2019

Administrative Assistant

- Updated and maintained student, and office records
- Prepared educational records, sending for and receiving records from previous schools,
- Recorded receipt of records and creating academic history; processing withdrawals and releasing student records
- Processed a variety of forms, including purchase orders, work orders, and program related forms
- Maintained a high degree of confidentiality with regard to all district-related matters and records.

EDUCATION

University of Washington – December 2022

Certificate Program

Web Developer Bootcamp

Central Washington University – June 2018

Bachelor of Science

Information Technology and Administrative Management

Dean's List, Honors, GPA: 3.87