

# Dina Salama



## Work Experience

07/2012–Present

Alhambra, CA

### Lead Instructor

Alhambra Unified School District

#### Accomplishments

Lead the International Business Academy (*a California Partnership Academy*)

- Direct group of 11 faculty, 2 support staff, 15 advisory board members, and 72 students
- Oversee and manage state-granted funds up to \$75,000 annually to be used for curriculum & instruction

Instruct Computer Literacy & Applications, Web Design, and Entrepreneurship courses for grades 11-12

01/2011–08/2011

Los Angeles, CA

### Junior Media Buyer

Initiative Media Worldwide, Inc.

#### Accomplishments

Assisted with booking & revising national media-buy schedules for Dr. Pepper Snapple Group, Asics, and Honda Powersports

Tracked sponsorships and added value placements with major cable and prime networks, including:

CBS: Snapple™ on The Amazing Race; MTV: Sun Drop™ on The Real World

Negotiated, purchased and monitored advertising space and airtime on behalf of clients

Collected Nielson data on the size & types of audiences that could be reached with various broadcast media

Worked on media accounts with \$100 million+ annual budgets, coordinating billing & stewarding media-buys

Supported the broadcast media manager and other colleagues

07/2009–09/2010

Englewood Cliffs, NJ

### Assistant to Controller

Ferrari North America

#### Accomplishments

Assisted the Controller in 2006–2009 NJ tax and vehicle shipping audits

Reconciled accounting documents such as employee reimbursements, cash receipts, and journal vouchers

Reviewed and coded financial documents for accuracy, maintaining records and spreadsheet reports

Used automated accounting systems to process vendor statements and prepare the disbursement of funds

Facilitated monthly expense reporting to factory in Italy for 25 employees and 10 executives, including CEO

Processed and verified 200–300 invoices and expense reports weekly, in the average amount of \$4.5 Million

## Education

05/2015–Present

Atlanta, GA

### Master of Computer Science

Georgia Institute of Technology

Projected Completion Date: May 2019

08/2004–05/2009

Los Angeles, CA

### Bachelor of Business Administration

University of Southern California

#### Accomplishments

Completed International Business Exchange Program and Italian language course at Università Commerciale Luigi Bocconi in Milan, Italy

08/2004–05/2009

Los Angeles, CA

### Bachelor of Accounting

University of Southern California

#### Accomplishments

Completed concentration in Accounting Information Systems

08/2004–05/2009

Los Angeles, CA

### Minor Communication Design

University of Southern California

#### Accomplishments

Completed courses in Advertising, Photography, Marketing Communications, and Visual Design

08/2000–06/2004

Hackensack, NJ

### Academy of Visual Arts & Graphic Communications

#### Accomplishments

Completed courses such as Graphic Design, Ceramics, Screen-printing, Architecture & Drafting, Drawing, Painting, Photography

## Technology Skills

**[Microsoft]** Word, PowerPoint, Excel, Outlook, Access, Office365

**[Programming]** HTML5, CSS3, JavaScript, Java

**[Google]** Docs, Sheets, Slides, Forms, Calendar, Gmail, Sites, Drive, Hangouts, YouTube, *Certified Google Educator Level 1 & 2*

**[Adobe]** Photoshop, Flash, Dreamweaver, Illustrator, InDesign

**[Ed Tech]** Seesaw, Codecademy, Hour of Code, Metaverse

## Languages

Arabic (fluent)

## Interests

Entrepreneurship, art, design, technology, travel, education, yoga