**Asma Emadaddin DOGRAMACI**

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# OBJECTIVE

To secure a challenging position in a local or an international Organization to expand my knowledge, experience, and skills.

# EMPLOYMENT/INTERNSHIP/VOLUNTEERING

**Employment Full-time**

Re:Coded House | Coordinator | Erbil Feb. 2019 – Jan. 2020

The House is open for creatives, entrepreneurs, freelancers and tech-enthusiasts to come together to co-work and co-create. Alongside co-working offerings, the House features a vast array of workshops, programs, and events.

Responsibilities:

* Assisting in the development and management of Re:Coded House.
* Planning future events/workshops.
* Emailing partners and donors.
* Leading weekly sprints and retrospectives.
* Managing and following up with the memberships.

Achievements:

* Coming up with new marketing campaigns for Re:Coded House.
* Making new partnered events.
* Building a family for all Re:Coded Alumni for them to come every month and gather.
* Increased the membership perks.
* Updating the Inventory list accordingly
* Increased the monthly rate of customer service satisfaction.

# VOLUNTEERING

**MESPO (Middle East Sustainable Peace Organization)**

September 2018 First peace carnival in Kurdistan | Erbil

Responsibilities:

* Organizing the space needed for the carnival
* Advertising for the tickets
* Assisting the other teams when needed

Achievements:

* Helped to sell the target amount of tickets
* Assisted the PR and sponsorship team

**Employment Part-time**

Queensedu | Consultant | Erbil Nov. 2017 – Mar. 2019

An educational consulting company that provides professional service to all of its students; to have a great experience abroad and be able to reach their goals regarding their carrier plans.

Responsibilities:

* Representing the company in local schools
* Suggesting various advertisement ideas.
* Filling the students forms and visa forms.
* Emailing the schools.
* Reporting the student’s data to the headquarter company.

Achievements:

* Helped to improve the company reputation.
* Increased the company income.
* Assisted the students with professional service.

**Summer internship** Mass village | Erbil 2015-2016

One of the Major construction companies in Kurdistan currently building three main projects on massif road in the Kurdistan region. Which is also the only project in Iraq that encourages sustainable design.

Responsibilities:

* Reporting the daily tasks to the project manager.
* Proposing new different concept designs to the senior engineer.
* Developing the designs with the senior engineer.

Achievements:

* Designed the main gate of the residential project.
* Reduced the time needed for the design
* Monitoring the labor

# EDUCATION:

* Hawler Typical Secondary School 2009-2013
* Cihan University school of Architecture 2013-2018

References:

Current references are available on request

# SKILLS:

* Time Management
* Attention to details
* Planning
* Multi-tasking
* AutoCAD
* Prioritization to meet deadlines
* Customer Service Focused
* 3ds Max Design
* Photoshop
* Revit Architecture
* MS Office Suit
* WordPress Blogging
* Office management

# LANGUAGE SKILLS:

* Kurdish: native
* English: Excellent
* Turkish: Excellent
* Arabic: very good
* French: Beginner