https://github.com/knayad
https://linkedin.com/in/knayad

NADIA AYAD
CT/ NY/ Remote/ Hybrid

(203) 550 - 9552
knayad@gmail.com

SKILLS & ABILITIES

General Abilities: Experienced in managing people, projects, and client relations. Adept in technologies for communication, organization, efficiency and teamwork.

Languages: French: CEFR ~A2, Spanish: CEFR ~A1

Software Skills: JavaScript, Python, HTML, CSS, React.js, Bootstrap, GitHub, VS Code, Command Line, APIs, MongoDB, QuickBooks Online, Salesforce, CRM, Microsoft Suite, Google Suite, Zoom

Soft Skills: Resourceful, respectful, calm, self-starter, systematic, articulate, curious, deductive, organized, data-oriented, motivated, detail-oriented.

Gaps: Employment history gaps include continuing education, travel, and/ or unrelated work history.

EDUCATION

Massachusetts Institute of Technology, Audit/ Remote
Full-stack engineer , 32 week web development course

University of Connecticut, B.A.
Political Science

Norwalk Community College, A.A.
Mass Communications, Film & Television Production

RESEARCH AND PUBLICATIONS

Media Bias in Presidential Election Coverage: A Meta-Analysis joint paper with Dr. David D 'Alessio

Character Traits and Presidential Candidates: Bivariate Linear Regression Model individual projcect

CERTIFICATIONS

Mircosoft Excel for Data Analysis, Codecademy

PROFESSIONAL EXPERIENCE

REBUILDING TOGETHER HARTFORD - Hartford, CT
Operations Manager, May 2023 – Present
Tools: QuickBooks Online, Gusto, Microsoft 365, HTML, CSS, React Bootstrap, Fundraise Up
Work with the City of Hartford's various departments to aid local homeowners in accessing critical home repairs with urgency. Complete compliant documentation for collaborative efforts with proper financial documentation. Negotiate collaborative contracts with other non-profit organizations. Oversee the work of executive and staff members, daily operations, HR functions and compliance. Prepare and manage events, fundraisers, financial audits and reports, tax filings, grant applications, and vendor payments. Provide regular updates to board members, committees, executives, program participants, and donors. Maintain affiliate website, utilize databases, and implement technologies.

THE SEED CENTER – Stamford, CT
Applied Behavior Analysis Therapist, Dec 2022 – May 2023
Tools: Data collection, Excel, Applied Behavior Therapy
Collected and utilized data to report and analyze patterns of behavior working one-on-one with clients and to ultimately discern and implement treatment to modify behaviors to enhance quality of life.

NORTHWESTERN MUTUAL – Norwalk, CT
Director of Client Relations, Feb 2016 – Dec 2017
Tools: Mircrosoft CRM, Financial Planning, Beta Testing
Trained and managed financial advisors and interns in compliance, best practices, tools, and technologies. Managed sales goals, deadlines, clients, underwriting requirements, and investment custodial relationships. Tested new technologies and features to improve the client experience and communicated findings to National Office.