

# MARWA JAAFAR

1250 EPHEsus CHURCH RD

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## Objectives

- Assist in all duties and responsibilities assigned to me
- Spur & Oversee collaboration between programmers, administration, and others
- Employ experience working in groups & across fields to best aid both customer and mngmt.
- Gain invaluable on-the-job experience in this field

## Experience

**Office Manager** ▪ September 2017 – currently employed

WiderNet@UNC ▪ 100 Manning Hall, Room 30 Chapel Hill, NC 27514

- Head collaboration between team members with different specialties
- Oversee different collaborative & individual projects
  - i.e. develop ties between our office and partners in Western Africa through outreach
- Use their knowledge of librarianship, programming, entrepreneurship and provide a much-needed service both in the U.S. and internationally.
- Increase the number of eGranary digital libraries in use in underdeveloped areas

**Sales Associate** ▪ July 2017 – currently employed

Burlington Shoes ▪ 201 S Estes Dr. Chapel Hill, NC, 27517

- Advising clients on their shopping needs, averaging about 2,500\$ in sales each week.
- Tending to all customers who enter the store, check customers out, fill web orders, etc.

**Server** ▪ January 2016 – July 2016

Carolina Ale House ▪ 419 W Franklin St. Chapel Hill, NC, 27517

- Managed up to 10 tables at once during most games.

## Skills

- Customer service: 3+ years
- Skilled with Microsoft Office Suite
- Posi-system: 2+ years
- Waitressing: 3 years
- Delegation of tasks

## Education

UNC Chapel Hill

2019 ▪ BSIS – In Progress