

IHAB ALDADA

10020 Cypress Knee Circle
Orlando, FL 32825
Email: ehab-dada@hotmail.com
Cell: (407) 506-3131

OBJECTIVE

Seeking a professional part-time opportunity in the Business Administration and/or Office Administrative field that would challenge me to develop more and maximize my professional skills. Skills include:

- Effective team worker with motivation to learn, grow and share.
- Consensus-driven communicator; good management relations and effective communication.
- Excellent problem solving skills.
- Strong passion for excellence.
- Bilingual in Arabic and English; conversational Spanish.
- Posses written and oral communication skills.
- Microsoft Office; intermediate.

EXPERIENCE

IDB, Jeddah, Saudi Arabia, 2016

Intern

- Communicated with other colleagues within the organization ensure understanding of procedures and program direction.
- Coordinated with other organization members from other countries to determine dates, times and location of arrival.

MARCH OF DIMES, Orlando, 2016 - 2017

Volunteer

- Transported donations and other charitable gifts to local non-profit charities.
- Assisted in organization and sorting of donations, such as clothing, before delivery.

EDUCATION

High School Diploma, Al-Aqsa School, Jeddah, Saudi Arabia

Associates of Arts, Valencia College, Orlando, FL, (*Expected graduation August, 2018*)