

Nagham Kheder

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Education

Bachelor of Arts in Political Science

Minor: History

The University of Tampa

May 2017

Experience

Americare Medical Associations

February 2018- August 2018

- Main medical billing Manager.
- Front Desk assistant: Lead information technology converting patient paper record to electronic documents. Handling patient relations.

November 2011- December 2012

The Adventurous Brunette

May 2015- Present

- Content creator/owner of the blog
- Social Media Marketing of the blog

The Odyssey Online

September 2016- September 2017

- Content Creator/ Contributor

The Elephant Pants, and Sand Cloud Towels

August 2015 – May 2017

- Campus Representative: Marketing the brand throughout the University of Tampa

Proud2Bme

January 2016- May 2017

- Content Creator

University of Tampa

August 2014 – October 2014

- Alumni and Parent Relations Office: Handled Alumni and Parent Relations. Part of the telecommunication department.

Skills

- International Computer Driver's License.
- Extensive customer service experience.
- Capable of multitasking with efficient time management skills.
- Extensive communication skills.
- Good organizational and time management skills.
- Able to work efficiently in a team environment as well as individually.
- Developed Leadership skills.
- Able to stay calm and make fast decisions in difficult situations.
- Great attention to detail along with ability to follow given instructions.
- **Creative:** Sony Vegas Pro, Adobe Premium, Canva and iMovie.
- **Languages:** Fluent in English and Arabic.

Volunteer Work

- **UNICEF** 2013-2016
Vice-President.
- **Relay for Life** 2014- 2016
Marketing assistant chair.
- **Sigma Kappa Sorority**
Volunteer work with nursing home and with in the community.