



ZAHRAH ALNAZIR

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SUMMARY

I'm half Bahraini and half Saudi. I born and raised in Bahrain. After graduating from secondary school I went to United State to get my Bachelor degree. But for some reason I cannot finish it, so I come back. Now I am looking for a job. And maybe one day I can complete my studies.

SKILL

- Willingness to learn.
- Ability to work under pressure.
- Energy
- Responsibility.
- Planning.
- Problem solving.
- Efficient.
- Leadership.
- Multitasking.
- Teamwork.
- Self-confidence.
- Public speaking.
- Passion.
- Interpersonal skill.
- Self-help.
- Flexible.
- Adaptability.
- Conflict resolution.
- Communication

EXPERIENCE

- **SAUDI ARAMCO COMPANY** **DHAHRAN, SAUDI ARABIA** **Jun 2011- Sep 2011**
 Office Assistant

Maintained strict confidentiality when working with volunteer files and events to ensure safety, Organized and managed volunteer files by scanning their applications into an alphanumeric filing process, Executed interviews for volunteers to select participation, Trained new volunteers scheduling orientation meetings to familiarize

them with the rules and policies, Communicated with volunteers regularly to identify any issues, change assignments and provide updates, Maintained up to date CPR certification through SAMSO

- **AL-KHALEEJ COMPANY** **DHAHRAN, SAUDI ARABIA** **June 2011**
Support Staff (Temporary)

Participated in a traveling program to organize trainings to high school students, Supervised teachers who were facilitating robotics labs for high school students, Ensured participants and instructors had all of the materials and tools needed, Communicated with the school principals to identify lab locations for the program to travel to, Selected students who would be eligible to participate based on their academic, Managed the Excel database for the program in an effort to maintain equipment and location information

- **Communication & Relationship Department** **DHAHRAN, SAUDI ARABIA** **Jun 2012- Sep 2012**
Summer Student (Internship)

Developed a proposal for a volunteer event to present to the managers, Collaborated with an employee to learn how to write and present the proposal, Presented the proposal to the management and leaders of the organization, Completed outreach to the company outlined in the proposal to organize the volunteer event

- ***Indianapolis Zoological Society*** **United State** **Mar 2013 – May 2013**
Volunteer

I worked in many areas of the Indianapolis zoo such as horticulture, children zone, special events, and help special needs.

- ***The Indianapolis Public Library*** **United State** **Jun 2013 – Aug 2013**
Volunteer

I worked in the children's section. I was take care about children aged 2 to 5 years old while their mother's study.

- ***Forest Creek Village*** **United State** **Sep 2013 – Nov 2013**
Volunteer

I worked with old's people. I used to take care of them. It's was only three months but I gained a lot of experience in how to deal with the elderly.

- ***Boys and Girls club*** **United State** **Jan 2014 - Mar 2014**
Volunteer

I was a teacher for kg1 and kg2 kids, I used to help them about ability to study and doing their homework. I learned how to be supportive; proactive; engaging; passionate; focused; and committed to providing quality services to the kids.

- ***Southside Community Hospital, Inc.*** **United State** **Apr 2014 – Aug 2017**
Volunteer

I worked with community hospital since 2014 in emergency room and I still working with them. I'm grateful of the work with them. I was originally cleanest the rooms. But by the time I learned a lot and I found myself doing things more important and helpful. This volunteer was a great help to me in my studies.

EDUCATION

- **High school Diploma, scientific section**

The 26th secondary school- Dammam, Alsharqiah, Saudi Arabia

- **Diploma, English**

Internexus Indianan- Indianapolis, in 46227, United State

HONORS

- Certificate of discipline.
- Received Perfect Attendance Certificate at Internexus.
- I was in dean list for spring2015, fall 2015 at university of Indianapolis.
- Certificate of medical camping from (Johns Hopkins and Cleveland Clinic)