

# NAJJAH ALKHALAF

Operations Data Science -Administrative Specialist -Data Analyst - Info Tech

## PERSONAL PROFILE

Multifaceted Administrative Assistant with an extensive background in a variety of office administration duties. Works well in high-pressure settings with minimal supervision in both leadership and team roles. Capable to work with different types of technologies, provide software solutions and manage varied databases.



## WORK EXPERIENCE

### Administrative Specialist

Tam Group Inc ·Freelance | Jun 2020 - Nov 2022| 4245 Doe Creek Trail, Fort Worth, TX 76244

- Identified communication channels to set road-map to distribute information.
- Created and updated records and files to maintain document compliance.
- Resolved customer concerns efficiently to promote satisfaction and loyalty.
- Scheduled meetings booked meeting rooms and prepared meeting agendas.

### IT Project Manager

MSA EXPRESS INC Part-time | Oct 2019 - Apr 2020 | Warren, Michigan, United States

- Conduct day-to-day project coordination and implementation across multiple teams
- Oversaw large portfolio of projects to support teams, report progress and influence positive outcomes for key stakeholders.
- Outlined work plans, determined resources, wrote timelines and generated initial budgets as part of project scope determination.
- Updated operational methods and oversaw accounting procedures for improved efficiency.

### Administrative assistant

AYAT LOGISTICS, INC · Part-time | May 2019 - Aug 2019 | 343 N Bowen Rd, Arlington, TX 76012

- Corrected data entry errors to prevent duplication or data degradation.
- Evaluated source documents to locate needed information.
- Added documents to file records and created new records to support filing needs.
- Kept optimal quality levels to prevent critical errors and support team performance targets.

### Regular Student Technical

University of Central Oklahoma · Part-time | Jul 2016 - May 2019 | Edmond, OK 73034

set-up audio/visual equipment, PowerPoint presentations, and computers for staff, faculty and students.

## EDUCATIONAL HISTORY

Master of Science in Information Systems program  
Aug 2020 - May 2022 University of Utah

BA Management Information Systems  
Jan 2014 - May 2022 University of Central Oklahoma

AA computer science  
2003-2005 King Faisal University

## CONTACT ME AT

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Saudi Arabia

## SKILLS SUMMARY

- Project Management
- Software Development
- Staff and User Training
- Process Improvement

## LICENSES & CERTIFICATIONS

NEBOSH logo  
International General  
Certificate in  
Occupational Health  
and Safety(IGC), 360  
training Center (2022)