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| **Skills**  JavaScript  HTML5/CSS  Ruby/Ruby on Rails  AngularJS  NodeJS  ReactJS  MongoDB  Arabic Levantine dialect (proficient)  Modern Standard Arabic (proficient)  **Development Projects**  Web Development volunteer for D.C. Urban Garden Network (WordPress)  [www.dugnetwork.org](http://www.dugnetwork.org)  **Education**  **General Assembly**  Web Development Immersive Student, 2017  **General Assembly**  Part-time JavaScript, 2016  **General Assembly**  Part-time Front End Web Development, 2016  **The School of Oriental and African Studies, London**  M.A. Law and Development, 2012  **University of St. Andrews, St. Andrews, U.K**  B.A. International Relations and Arabic, 2009 |  |  | **Relevant Experience**  **General Assembly Web Development Immersive Student** March 2017 – Present   * Twelve-week immersive program in full-stack web development   **Project Manager** Oct 2016 - March 2017  The Advisory Board Company, Washington D.C.   * Managed vendor relations and RFP process for firm-wide Learning Management System acquisition * Oversaw and executed daily operations and client-facing communications for three online learning products * Streamlined and optimized online product feedback and delivery strategy   **Instructional Technology Specialist** June 2015 – Oct 2016  The Advisory Board Company, Washington D.C.   * Managed 1 employee and online learning delivery and operations for 150+ hospitals and health care organizations; 10,000+ online learners * Developed and executed strategies to improve user experience and increase product utilization * Optimized Access database system and internal technologies to automate workflow * Designed Excel templates to create automated, client-facing product utilization reports   **Regional and Cultural Expertise Curriculum Coordinator** Sept. 2014 – June 2015  Diplomatic Language Services, Arlington, V.A.   * Managed content design process for 24-week Marine Special Operations Language Training program * Conducted focus groups with Marine Special Operators to determine curriculum needs * Wrote and edited content for six language curricula   **Business Development and Proposal Coordinator** Aug. 2013 – Sept. 2014  Diplomatic Language Services, Arlington, V.A.   * Wrote and managed competitive federal and commercial proposals; 100% compliance rate   **Arabic Curriculum Project Coordinator** Nov. 2012 – Aug. 2013  Diplomatic Language Services, Arlington, V.A.   * Conducted interviews and research on 300+ military tasks to create user-friendly manual for language textbook development * Planned and co-managed development of highly customized 12-week Modern Standard Arabic curriculum based on US Special Forces’ language needs   **The**  **Associate Writer/Producer – “The McLaughlin Group**” Aug. 2010 – April 2011   * Wrote and edited scripting for weekly syndicated political television show |