

**Yazan Deek**  
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### **Profile**

- Unique blend of organizational, problem-solving and communication skills; proven success building relationships with senior leadership, clientele, and team members.
  - Demonstrated ability to identify project goals and manage workflow in fast-paced environments.
  - Excellent interpersonal skills; highly effective working in teams as well as independently.
  - Quality customer service and an ability to anticipate clients' needs.
  - Technical proficiencies include MS Office (Word, Excel, PowerPoint, and Outlook).
  - Fully bilingual in English/Arabic with basic Spanish, authorized to work for any U.S employer.
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### **Experience**

*Front End Developer, Student, Penn LPS Coding Bootcamp, Philadelphia, PA* 08/20 – Present

- Learn front and back end of web development in collaborative and active online class.
- Apply HTML, CSS, Bootstrap, Javascript, jQuery, AJAX, and API through assignments and projected.
- Collaborate with other classmate to plan and create a functional web application.

*Arabic Interpreter, Thomas Elementary School, Philadelphia, PA* 09/18 - Present

- Attend parent-teacher conferences and provide accurate interpretation; participate in school events to assist Arabic speaking families communicate with others and perform conference calls via phone.
- Translate school policies, announcements, flyers, and documents from English to Arabic; deliver important messages from teachers to parents and vice versa.
- Work with students who are learning English as a second language and their parents.
- Serve as a liaison between teachers, school counselor, and parents to ensure proper communication.

*Host, Good Dog Restaurant, Philadelphia, PA* 12/18 - Present

- Greet incoming and departing guests warmly with a genuine smile and eye contact.
- Answer incoming phone calls professionally; deliver important messages to management.
- Accept and organize reservations and prioritize reservations to accommodate customers using Mobile bytes.
- Communicate delays and build rapport with guests to keep them occupied while waiting.
- Address guest complaints and escalated situations to manager.

*Administrative Assistant, Royal Solutions, Philadelphia, PA* 06/17 - 12/18

- Provided executive-level administrative support to Senior Director and met demanding deadlines.
  - Organized the details of special events, travel arrangements, and corporate agendas.
  - Performed routine clerical tasks such as mailing, copying, faxing, filing and scanning.
  - Liaised between all impacted departments to ensure proper communications and reporting practices.
  - Directed business relations and distribution of company literature to stimulate client interest and sales lead.
  - Processed monthly expense reports reflecting supporting documents and budget code indexes.
  - Managed purchasing orders, directed vendor relations, generated and maintained equipment tracking records.
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### **Education**

Bachelor of Arts in Chemistry, **Earlham College, Richmond, IN** 2014

- Recipient, Davis Scholar Award, United World College (2010 - 2014).
- Recipient, Charles Stubbs Award for Leadership (2014).
- Co-President, Religious Student life at Earlham (2011 - 2013).