

RUBA QEWAR

Email: Ruba.Qewar@yahoo.com

Phone: + 1 (972) 207-1911

Website <http://www.rubagewar.com>

Portfolio: https://www.artstation.com/ruba_qewar Dallas, TX, USA Demo reel: <https://youtu.be/lcKAGVMBc5Q>

KEY COMPETENCES & SKILLS

EDUCATIONAL FIELD		ADMINISTRATION FIELD	
<ul style="list-style-type: none"> ✓ Curriculum Developer ✓ Special Events Manager ✓ Field Trips Organizer 	<ul style="list-style-type: none"> ✓ Class Management Skills ✓ Patient in Giving ✓ Informative Thinking outside of the box 	<ul style="list-style-type: none"> ✓ Strategic Planner ✓ MS-Office Applications ✓ Staff Leadership & Development 	<ul style="list-style-type: none"> ✓ Fluent English & Arabic ✓ Organizational Skills ✓ Team Player & Customer Service ✓ Excellent Interpersonal Skills

SOFTWARE & PROGRAMING LANGUAGES

Adobe Suite	Microsoft Office		Google Apps		Program Languages
<ul style="list-style-type: none"> ✓ Photoshop ✓ Illustrator ✓ Acrobat 	<ul style="list-style-type: none"> ✓ Teams ✓ Word ✓ PowerPoint 	<ul style="list-style-type: none"> ✓ Outlook ✓ OneDrive ✓ SharePoint ✓ Excel 	<ul style="list-style-type: none"> ✓ Drive ✓ YouTube ✓ Slides 	<ul style="list-style-type: none"> ✓ Meet ✓ Docs ✓ Gmail ✓ Forms 	<ul style="list-style-type: none"> ✓ HTML & CSS ✓ SQL

EXPERIENCE

CEO (Chief executive officer) June 2021 - Present

American Islamic Diversity

Dallas/Fort Worth, TX, USA (Hybrid)

- Managing the cases of the newcomer immigrants/refugees; helping them fill out the right paperwork, furnishing their homes, finding vocational trainings and jobs, and helping them integrate in the new western society.
- Delegating and managing the volunteers and making sure they have the proper training for the task they are doing.
- Ordering the food for the food bank/pantry from North Texas Food Bank (NTFB).
- Making sure the donations are delivered to the ones who deserve it.
- Organizing Events for the donors and recipients.
- Attending meetings and collaborating with other organizations and governmental departments and investing opportunities to help the needy.
- Offering Sensitivity Training workshops on how to deal with the Muslims in the professional place and an introduction about the Islamic faith and who are the Muslims.
- Participating in speaking engagements in special events and invitations.

Web Designer/Developer & Videographer May 2015-March 2018

4K MEDIA PRODUCTIONS

Richardson, TX, USA (Hybrid)

- Videography: Promotional Advertisements, Special Events, Vlogs, Seminars, etc.
- Photo Editing & Graphic Design: Business Cards, Banners, Advertisements, etc.
- Web design: Interactive and static websites (HTML, CSS, PHP, SQL, JS) & SEO (Search Engine Optimization).

Marketing Manager August 2014-December 2016

TOP NUTCH

Dallas, TX, USA (Remote)

- Created a plan on how to approach the customers/clients to motivate them to donate for the nonprofit organizations that I was working for such as Guidance College, MAS DFW and MLFA
- Contacted the customers/clients and followed up with them to fulfill their pledges and payments.
- Created, organized & updated the spreadsheet of all the clients and customers using Ms. Office.

Customer Service Manager June 2002-June 2006, October 2011-August 2015

WAL-MART

Dallas, TX, USA (Onsight)

- Responsible of all the customers' needs, and striving for excellence at the front-end.
- Trained the front-end associates.
- Mediated between the workers and the management.
- Sponsored the Cashiers, Greeters, Cart Pushers at the closing shift.
- Responsible of all the change and cash correspondence between the cashiers and the company.
- Trouble shooter for the system (network) at the registers.

Translator (English – Arabic) August 2009-December 2009

BUNAT ALGHAD ACADEMY

Amman, Jordan (Onsight)

- Translated all the required material of the website and the curriculum from Arabic to English and visa versa.
- Coordinated the data of the website of the school.
- Maintained and troubleshoot any problem accure in the website.

Marketing Manager April 2007-June 2009

ISLAMIC SERVICES FOUNDATION

Garland, TX, USA (Onsight)

- Promoted the Curriculum Books to all the Islamic Organizations globally.
- Maintained the website products and online orders.

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- Followed up on Imports & Exports Orders
- Sat up booths in the exhibitions and bazaars of conventions and other special events.
- Experienced in National and International Marketing.
- Knowledgeable in the inventory system and storing management.

Executive Secretary Aug 2001-Dec 2001
• [SALIM KHALIL & SONS CO](#) Amman, Jordan (Onsight)

- Coordinated sales with the Exporters from Germany and Spain of the Bathroom and Kitchen Equipment.
- Managed all correspondence including sales negotiations, invoicing, orders and banking.
- General mediator between importers and retailers.

Public Affairs Executive Secretary & Web Master Assistant Summer 2001
• [EMBASSY OF THE USA in AMMAN, JORDAN](#) Amman, Jordan (Onsight)

- Assisted Executive Public Affairs Section in filing, typing and general secretarial support.
- Assisted Web Master in designing the web site of the Embassy.

EDUCATION

Bachelor's degree: Arts & Technology; Gaming Concentration
UNIVERSITY OF TEXAS at Dallas Richardson, Texas, USA (GPA 3.9)

Diploma Degree: Office Management and Executive Secretarial Program
Y. W. C. A. (Young Women's Christian Association/Amman) Vocational Training Center Amman-Jordan (GPA 3.2)

LICENSES & CERTIFICATIONS:

LinkedIn:

✓ Coaching Yourself through the Ambiguity of Leading 03/10/2022	✓ Microsoft Collaboration: SharePoint, Teams, Groups, and Yammer (2020) 06/15/2021
✓ Being Positive at Work 05/11/2021	

ACHIEVEMENTS

- MAJORS HONOR; Academic Honor: University of Texas at Dallas 2018
- MAGNA CUM LAUDE Honor; Academic Honor: University of Texas at Dallas 2018
- THE MAP; Third Place in the Research Competition of Abdullah AbdulGhani Center, Subject: Religious Fundamentalism 2013
- PHI THETA KAPPA Academic Honor 2005: Richland College
- EXUBERANT ENERGY SPEAKER: Richland College 2005

Check my **linkedin** for more achievements: <https://www.linkedin.com/in/ruba-qewar-173511155/>