

# RUBA D. QEWAR

Executive Leader | Program Manager | Operations Manager | Community Development Director | Administrative Professional

Dallas–Fort Worth, TX, USA

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🌐 Portfolio: [www.rubagewar.com/management\\_projects.html](http://www.rubagewar.com/management_projects.html)

🎥 Demo Reel: <https://youtu.be/lcKAGVMBc5Q>

U.S. Citizen | Eligible for U.S. Security Clearance | Prior Support of U.S. Department of Defense Programs

## PROFESSIONAL SUMMARY

Executive leader and program manager with 20+ years of experience leading nonprofit organizations, government programs, educational initiatives, community outreach, workforce development, and multicultural partnerships. Proven success managing operations, strategic planning, program development, grants, volunteers, stakeholder engagement, budgets, training, and cross-functional teams across government, nonprofit, education, and corporate sectors.

Recognized for building partnerships, improving organizational performance, leading diverse teams, managing complex projects, and delivering mission-driven programs that create measurable community impact.

## PROFESSIONAL EXPERIENCE

**Founder & Chief Executive Officer** ..... June 2021 - June 2026

- **American Islamic Diversity** ..... *Dallas/Fort Worth, TX, USA (Hybrid)*
  - Founded and lead a nonprofit organization dedicated to serving refugees, immigrants, and underserved communities throughout North Texas.
  - Provide executive leadership for organizational strategy, program development, operations, and long-term planning.
  - Develop and manage community programs focused on refugee resettlement, workforce development, education, cultural integration, and emergency assistance.
  - Build strategic partnerships with schools, healthcare providers, government agencies, faith-based organizations, businesses, and nonprofit organizations.
  - Oversee volunteer recruitment, training, scheduling, and performance while fostering a collaborative organizational culture.
  - Coordinate food distribution programs, fundraising initiatives, donation campaigns, and community outreach events serving hundreds of families each month.
  - Manage organizational communications, public relations, digital outreach, grant support activities, and community engagement.
  - Represent the organization through public speaking engagements, workshops, conferences, and community meetings.
  - Ensure compliance with organizational policies, reporting requirements, and nonprofit operational standards.

**Senior Multimedia Developer & Technical Artist** ..... October 2024 – Present

- **Alutiig** ..... *Anchorage, Alaska, USA (Remote)*
  - Collaborate with cross-functional teams supporting federally sponsored education and workforce development programs.
  - Coordinate project activities with instructional designers, software developers, quality assurance specialists, and subject matter experts.
  - Manage project documentation, multimedia assets, and version control while maintaining compliance with federal standards.
  - Support multilingual program development by coordinating English-to-Arabic localization and accessibility implementation.
  - Apply Agile project management methodologies to deliver project milestones within established timelines.
  - Contribute to process improvements that enhance collaboration, workflow efficiency, and project quality.

**Owner | Web Designer | Multimedia Producer | Videographer** ..... May 2015-March 2018

- **4K MEDIA PRODUCTIONS** ..... *Richardson, TX, USA (Hybrid)*
  - Founded and managed a multimedia production company providing creative services to businesses, nonprofit organizations, and educational institutions.
  - Oversaw daily business operations, financial planning, project management, and client relations.
  - Managed multiple projects simultaneously from initial consultation through final delivery.
  - Developed marketing strategies, business proposals, pricing structures, and service agreements.
  - Supervised vendors, contractors, and project schedules while maintaining high levels of client satisfaction.
  - Built long-term client relationships resulting in repeat business and referrals.

**Marketing Manager** ..... August 2014-December 2016

- **TOP NUTCH** ..... *Dallas, TX, USA (Remote)*
  - Developed and implemented marketing and community outreach strategies supporting nonprofit initiatives.
  - Coordinated communications among organizational leadership, volunteers, donors, and community partners.
  - Managed organizational reporting, promotional campaigns, and public communications.
  - Supported fundraising initiatives through marketing materials, presentations, and digital communications.
  - Assisted leadership with strategic planning and organizational development.

**Researcher | Lecturer | Multimedia Producer** ..... October 2012-April 2014

- **BRIDGES FOUNDATION** ..... *Cairo, Egypt (Onsight)*

- o Conducted interdisciplinary research supporting organizational education and community development initiatives.
- o Delivered lectures, workshops, and public presentations for diverse audiences.
- o Collaborated with educators, researchers, and nonprofit leaders on program development.
- o Produced educational resources supporting conferences and organizational initiatives.
- o Authored an award-winning research project recognized in a national academic competition.

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

- **WAL-MART** *Dallas, TX, USA (Onsight)*
  - o Supervised front-end retail operations within one of the nation's largest retail organizations.
  - o Led customer service teams while maintaining operational efficiency and high customer satisfaction.
  - o Trained, coached, and evaluated associates on customer service standards, company policies, and conflict resolution.
  - o Managed cash office operations, financial reconciliation, and point-of-sale systems.
  - o Assisted management in workforce scheduling, performance management, and daily operational planning.
  - o Recognized for leadership, problem-solving, and employee development.

**EDUCATION**

**Masters of Fine Arts: Game Development**

**UNIVERSITY OF TEXAS at Dallas** *Richardson, Texas, USA (Expected 2028)*

**Bachelor's degree: Arts & Technology; Gaming Concentration**

**UNIVERSITY OF TEXAS at Dallas** *Richardson, Texas, USA*

**Diploma Degree: Office Management and Executive Secretarial Program**

**Y. W. C. A. (Young Women's Christian Association/Amman) Vocational Training Center** *Amman-Jordan*

**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
- BEST TEACHER; Recognition from Peace Academy 2009
- PHI THETA KAPPA Academic Honor 2005: Richland College
- EXUBERANT ENERGY SPEAKER: Richland College 2005

**AREAS OF EXPERTISE**

- |                              |                               |                               |                           |
|------------------------------|-------------------------------|-------------------------------|---------------------------|
| • Executive Leadership       | • Community Outreach          | • Government Contract Support | • Partnership Development |
| • Program Management         | • Workforce Development       | • Stakeholder Engagement      | • Training & Development  |
| • Operations Management      | • Volunteer Management        | • Budget Administration       | • Refugee Services        |
| • Strategic Planning         | • Staff Leadership            | • Grant Support               | • Multicultural Programs  |
| • Organizational Development | • Cross-Functional Leadership | • Public Speaking             | • Process Improvement     |
|                              |                               | • Event Management            | • Policy Implementation   |

**CORE SKILLS**

- |                             |                          |                              |                          |
|-----------------------------|--------------------------|------------------------------|--------------------------|
| <b>Executive Leadership</b> | <b>Operations</b>        | <b>Community Development</b> | <b>Training</b>          |
| • Organizational Leadership | • Program Administration | • Community Partnerships     | • Staff Development      |
| • Strategic Planning        | • Project Coordination   | • Public Relations           | • Workshop Facilitation  |
| • Board Relations           | • Budget Tracking        | • Fundraising                | • Leadership Development |
| • Decision Making           | • Resource Allocation    | • Volunteer Recruitment      | • Public Speaking        |
| • Organizational Growth     | • Vendor Management      | • Stakeholder Engagement     | • Curriculum Development |
| • Change Management         | • Documentation          | • Government Relations       | • Coaching               |
|                             | • Compliance             |                              |                          |

**TECHNICAL SKILLS**

- |                    |                        |                          |
|--------------------|------------------------|--------------------------|
| • Microsoft 365    | • Adobe Acrobat        | • Documentation          |
| • SharePoint       | • Word                 | • Communication          |
| • Teams            | • Excel                | • Website Administration |
| • Google Workspace | • PowerPoint           | • Social Media           |
|                    | • Project Coordination | • CRM                    |