Sara Rashad Gad

Work Experience

- 2006-2008 **Graphics Designer** at Ajman University of Science & Technology (volunteer)
- March - May 2008: **lab supervisor** at Ajman University of Science & Technology (Part time job)
- March - August 2010: **Receptionist** at the Ajman University of Science & Technology (Part time job).
- August 2010- November 2011: **Price Administrator** (Promotion & Import Department) at the Ajman Market Cooperative & Society.
- **College Secretary** at the Ajman University from November 2011 up to present.

Career Objective

My career objective is to have the opportunity to obtain a position where I can utilize my experience and knowledge in the desired field.

Education

- Professional Diploma in Teaching, Ajman University.
- Bachelor of Computer Information System, Ajman University of Science & Technology.

Experience

- Problem solving and decision making abilities.
- Co-operate with others and work with the public
- Able to manage daily activities and work as a part of team.
- Good experience in Ms-Office and Internet usage and Internet usage.
- Reading, writing, Speaking and Typing Arabic & English.
- Answering phone calls give information for the callers and help them.

Training & Computer Experience

build digital media plan "by Google" – online
Build free website from Maharat in Google - Online
Advanced Telephone Skills & Customers Care
Telephone Skills & Customer Care
Self & Time Management
A+
Using Adobe Photoshop for Advertisement design
Macromedia Flash
Windows Movie Maker
Corel Draw
Microsoft Visual Web Developer
HTML
Microsoft Visual C++
Microsoft office
ICDL
IELTS

Activities & Awards

I got Certificates of Appreciation from AUST (Deanship of Student Affairs), and Certificates of experience from the University, for Organizing the activities & design advertisements.