

S A L A H R U S H D Y

Manama, Bahrain

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Education & Certificates

Carleton University – Ottawa, ON
Bachelor of Arts in Political Science, 2010
With 12 Business Courses
(\$16,000 Entry Scholarship)

Modern Knowledge Private School
International Baccalaureate Full Diploma, 2007 (High Honors)

Modern Knowledge Private School
American Diploma, 2007

Certificate of Business management – IBO, 2007

Certificate of Information Technology – IBO, 2007

Skills

IT Proficiency

- Ability to create and organize data management using Microsoft Access and Microsoft Excel.
- Conduct research efficiently using Boolean Logic and various academic/governmental servers.
- Designed several Website and movie clips using Microsoft Expression Web 6, Dreamweaver CS5, Adobe Premier Pro, Sony Vegas, Ulead Studio, Cyberlink and Coral Pro X.
- Comfortable with Linux, Macintosh, and Windows Operating Systems.
- Outstanding typing speed of 82 words per minute.

Communication Skills

- Outstanding ability to communicate with community and professional groups.
- Exposed to Multicultural environment, lived / traveled to (Canada, Turkey, Italy, Bahrain, India, Egypt, Dubai, New Zealand and Cyprus.)

- Presented several workshops with the United Nations on Business disciplines.
- Communicated with clients from different age segments.
- Provided a prompt customer service.
- Fluent in English and Arabic Language speaking , reading and writing.

Management Skills

- Handled and directed all incoming orders and purchases for Paltak office in Bahrain.
- Dynamic team leader and mentor with the ability to motivate team members.
- Understand the labour force culture and the diversity it holds.

Work Experience

Youth Energies Societies – Public Relationship Officer/Animator (Amman, Jordan - October 2011 – Present)

- Improve the organization's network with the local organizations and the public.
- Established a communication stream with international organizations and diplomatic representatives in Amman.
- Developed an intranet system for the employees and volunteers.
- Animate junior youth groups and empower them to develop their critical thinking, morale, and developing their local communities.

Beacon Family Resource Center – Board Assistant (Mississauga, Ontario - February 2009 – September 2010)

- Developing policy proposals for the UN Convention for person with disabilities.
- Research and design presentations for internal and external use in relation with persons with disability.
- Run and maintain the NGO's website and servers.
- Event planning across the GTA.

United Nations Industrial Development Organization - Intern (Manama, Bahrain - summer 2009)

- Worked on global report and developed the data management software.
- Conducted training session for accounting, marketing, and HR for UNIDO employees
- Evaluate business plans and adjust it according to the UN guidelines.

ClimateAir Corporation – Administrative Assistant (Christchurch, New Zealand - Summer 2005)

- Supervised technical mechanical team during sales and installation of air conditioning units of various types.
- Audited and analyzed product warranty types with customers.

Paltak – Reseller (New York, United States September 2003 – March 2005)

- Represented Paltak (Voice Chatting Software) as their promoter in Bahrain.
- Supervised online sessions to create web user premier nicknames for clients.
- Developed a promotional website to advertise the service options.
- Facilitated customer service and troubleshooting sessions to promote higher level of service.

Getrac Training and Consultation Company – Administrative Assistant (Bahrain, Manama - summers of 2001, 2002, 2003)

- Developed Database Storage software to aid in customer service.
- Designed a website to market and advertise events held by the training division.
- Created information brochures for promotional purposes.
- Collaborated in the organization of company conferences with hosting companies.

Interests/Activities/Positions of Responsibility

- Volunteer at Amnesty Canada, October 2010 Present.
- Presented the Individual, Community, and global prosperity workshop in Bahrain, April 2010.
- Hosted the annual social service spring school workshop in Ottawa and Bahrain, April of 2008, 2009, and 2010.
- Volunteer at the House of Worship (Lotus Temple), New Delhi, India, summers of 2006 and 2007.
- President/co-founder of the World Peace Eagle Society, January 2004 - November 2005. (*involving community services such as beach clean ups, elderly home visits, charity parties, and fund raisers for the red cross and UN*)
- Member of the New World Community 2000 – 2002. (*Involved in various community services and socioeconomically developments in Bahrain*)

Extra – Curriculum

- Member of the Carleton's Marketing Club, Fall and Winter 2009
- Head of security for the School Play, Art Exhibition, School Carnival and Talent Show, 2007
- Assistant Director for the annual School Play 2007
- Member of the School Activities Planning Team 2006-2007
- Member of the school soccer team 2004-2005
- Member of the school basketball team 2002-2004
- Member of the student council 2001 – 2004

Awards Received

- The student Honorable Certificate for Extra Curriculums and Academic Achievements 2006 – 2007
- Student Honorable Certificate for IB Business Studies and project developments.
- Honor certificate for Organization Management at the lotus premises in New Delhi, India.
- Given the honor of presenting the opening speech at the launch of Windows Vista (Microsoft) 2007.
- Certificate of Appreciation as the Honorary Student for Arabic Studies 2005, 2006, and 2007.

References

Reference Available upon request