

First last
Street City State
(Cell phone number) email@gmail.com

EDUCATION

Virginia Commonwealth University

Bachelor of Science Economics: Business Concentration

Richmond, Virginia

May 2013

Monroe Technology Center

Health & Medical Sciences Certificate

Leesburg, Virginia

June 2008

PROFESSIONAL EXPERIENCE

Company name

Business Analyst

Fairfax, Virginia

December 2011–Present

- Analyzing current market conditions and industry trends and recommending most appropriate course action for clients and partner companies.
- Build strong, sustainable relationships with domestic and international clients.
- Maintain accounts with over \$100 million in sales.
- Work within the business team that is responsible for financial planning and analysis at a company level
- Team's work supports the various internal business functions and includes budgeting, forecasting, and management reporting.
- Preparing Excel documents for finance and accounting team
- Monthly reporting requirements for infrastructure solutions segment

AT&T Wireless Subsidiary

Account Manager, Consumer & Business-to-Business Sales

Falls Church, Virginia

October 2008–October 2010

- Two years of demonstrated success while introducing new business in the corporate marketplace
- Budgeting & Forecasting for locations and sales representatives
- Managing and Developing existing accounts
- Consultative selling strategy to tailor services in complex, multiple-level decisions making environments
- Consistently surpassed 140% of sales quotas
- Grew account base by 40% over two years.
- Create persuasive account approach methods
- Build high degree of credibility & integrity in a competitive market environment
- Preparation of monthly financial reports for Vice President and CEO
- Concluded deals with multiple different companies, Law firms, and Medical offices.

Company Name

Logistics Coordinator

Herndon, Virginia

July 2007–July 2008

- Managed successful fundraisers achieving over \$1 million in funding
- Assist with budget preparation for developmental projects
- Promoting The Center Social Activities to local business and corporations state wide.
- Assist with Logistics
- Co-Manage the operations on a daily basis

Skills, Organizations & Interests

Languages: English & Arabic

Computer Skills: Proficient in Microsoft Word, PowerPoint, and Microsoft Excel, Minitab (statistical modeling)

Organizations: Future Business Leader of America, American Marketing Association, Economics & Finance Association (Virginia Commonwealth University), Arab Student Association (Virginia Commonwealth University)

Interests: Mergers & Acquisitions, Capital Markets, Emerging Markets, Commodities, Global Economics, Tech Startups, Global Energy, Renewable Energy, and Healthcare, Industrial Innovation, Bodybuilding, Rugby, Car mechanics