



DA

DINA ALAYWAN

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

- Microsoft office (word/excel)
- C++ programming
- Adobe Photoshop

EXPERIENCE

ASSISTANT MANAGER • PRINT AND MORE • MAR 2021-AUG 2021

- Learnt Photoshop
- Edited picture for an online shop on Adobe Photoshop and illustrator
- Assisted orders
- Helped with design creations

TUTOR • (2020-2021)

- Created programs to better facilitate learnings skills
- Helped with writing skills and SAT

EDUCATION

Management information system • 2021-2024 • AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY.

SOCIOLOGY-ECONOMICS • 2020 • CHARITE SAINT-VINCENT

VOLUNTEER EXPERIENCE OR LEADERSHIP

Volunteer Staff at Embrace



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Jun 2022- sept 2022

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- Assisting the patients in completing the Mental Health Intake Forms on the Tablet
- Engaging in the filing process, if any
- Participating in tasks delegated by the research department when possible
- Sending out the PHQ9 and GAD scales
- Monitoring the time of experience satisfaction surveys for every patient
- Helping the clinical staff if need be

