

Ohoud Altammami

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EDUCATION

Mercer University, Stetson School of Business and Economics

Atlanta, GA

Master of Business Administration (MBA)

May 2019

Concentration: General Business; Cumulative GPA: 3.85/4.0

Relevant Coursework: Intro to Business Communication • Business Writing • Marketing Concepts & Practices • Ethical Leadership

King Saud University/College of Administrative Science

Riyadh, KSA

Bachelor of Business Administration (BBA)

Feb 2011

Cumulative GPA: 3.56/4.0

Interned at Riyadh Bank, Saudi Arabia 60 hours for training

WORK EXPERIENCE

Shaqra University, Thadiq

Riyadh, KSA

Teaching Assistant

2012/Present

- Enforced rules for behavior for maintaining order among a class of 30 students to have good relationship with students and the academic staff
- Utilized variety of teaching methods including lecture, group discussion, and media
- Administered and corrected tests and quizzes in a timely manner

Involvement

2012/2015

- Supervisor of student activities
- Coordinated Business Management section
- Coordinated Quality Management Section
- Guided Academic Management

Prince Noura Bint Abdulrahman University

Riyadh, KSA

Administrative work guidance section, Preparatory Year Project

Apr 2011 – Jun 2011

- Worked and help the school to have more effective and efficient work environment by monitoring and evaluating the teacher performance
- Managed the admission office

LEADERSHIP ACTIVITIES

Shaqra University

Jun 2012/Feb 2015

- Managed the department of Business Administration to help students and teachers to have smooth the education process
- Improved the quality of the college courses to have better education level
- Enhance student engagement by empowering the students to be more connected with social activities

ADDITIONAL INFORMATION

Professional Development Shaqra University

Dec 2012/Feb 2015

- Attended workshop: description of programs and course and Report of programs and courses to have a clear picture of the class that was teaching
- Attended the third meeting of the Academic Counseling Unit Reality of Academic Advising at Shaqra University and Development Needs
- Attended workshop: Statistical Analysis Questionnaires and Devising Information by using Excel to have more accurate data of the students evaluation

Skills: Proficiency in Microsoft Word, Excel, and Power Point

Professional Certifications: Cambridge International Certificate for Information Technology

Languages: English, Arabic