**OBJECTIVE:**

To acquire a position in a management related position where I can use my communication, decision making, and problem-solving skills

**EDUCATION:**

**Davenport University** Livonia, MI

*Bachelor of Business Administration*

Major: Strategic Management GPA: 3.98

**Henry Ford College** Dearborn, MI

*Associates of Business Administration* GPA: 3.8

*Associates of General Studies* GPA: 3.7

Relevant Courses:

|  |  |
| --- | --- |
| * Finance | * Macro Economics |
| * Marketing | * Business Policies & Strategies |

**WORK EXPERIENCE:**

**Future Robotics** Dearborn, MI

*Quality Inspector*  March 2007 – Present

* Oversaw product quality, ensuring best results for customer
* Observed Operations to ensure they met production standards
* Inspected and tested the created products

**Renaissance suites hotel** Taylor, MI

*Guest Relations Manager* August 2012 – Nov 2015

* Oversaw the daily Production, recruited, trained, and managed employees’

Production, attend to special guests (e.g. VIPs) and answer their inquiries, review arrival lists to welcome guests, help prepare welcome folders with collateral, provide information about amenities, area and venues to promote services, Anticipate guest needs and build rapport with customers. Ensure compliance with health and quality standards. Address customer complaints and escalate to the proper department.

**Department of Homeland Security** Romulus, MI

*Workstation Technician*  March 2005 – February 2007

* Captured and analyzed biometric finger print scans
* Computer equipment maintenance
* Coordinated between company and travelers

**Intelligent Robotics**  Dearborn, MI

*Field Supervisor/Designer* June 2002 – March 2005

* Recruited personnel according to company standards
* Developed product according to designs and specifications
* Assisted with site inspections. Inspected design for quality control

**K-R Automation Corporation**  Warren, MI

*CAD Manager/Salesman* November 1988 – May 2002

* Supervised 20 personnel in CAD department
* Trained CAD operators in use of CAD workstation
* Responsible for last check of designs/projects

**SKILLS:**

**Languages:** English, Arabic, French

**Personal:** Hard Worker, reliable, organized, trilingual, responsible, quick learner; proficient in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Skype)