



# Ruqaiya Bashammakh

## WORK EXPERIENCE

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### Alhambra-U.S. Chamber Organization In USA (2021-2022):

#### Event planner/Admin Assistant (Intern-Remotely).

- Assist in admin tasks.
- Assist in doing researches that help facilitate the flow of the projects.
- Assist in sending Emails.
- Help planning Conferences (Educational Conferences).

### Islamic Relief Organization (2015)

#### Admin & Executive Secretary (volunteer)

- Managed the daily/weekly/monthly agenda and arranged new meetings and appointments;
- Prepared and disseminated correspondence, memos and forms;
- Got all the important contracts and formal papers signed and sent to the other branches of the organization in different cities;
- Supported and facilitated the completion of regular reports;
- Developed and maintained a filing system;
- Translated all the necessary reports and contracts from Arabic to English and from English to Arabic;
- Answered phone calls and redirected them when necessary;
- Took the whole responsibility of welcoming Islamic Relief recruits of the other cities when they came to our branch in Sana'a.

### Yemen Observer Newspaper (2013)

#### Journalist

Covered a number of community events, wrote unique social articles, and made a number of interviews with different kinds of people in English

### Freelance Translator

Translating documents, formal papers and many kinds of texts and articles from English to Arabic and from Arabic to English

## EDUCATION AND TRAINING

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### Sana'a University, 2011 - 2015

BA in Media, Public Relations, Faculty of Media

Nationality: Yemeni

Lives in Baku- Azerbaijan

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1993-3-4

### Languages:

Arabic- Native

English-Excellent

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## **Exceed Language Center, 2012**

- A Graduate with an advanced English diploma
- Business meeting, presentation and negotiation course
- Advanced academic writing course

## **Seeds Institute, 2011**

Business Correspondence course in English

## **TOEFL Certificate (PPT) – Scored 563**

AMIDEST Language Center, **October 2014**

## **EVENTS/VOLUNTARY WORK**

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### **Took the responsibility of being the public speaker/ Announcer-MS of a UN culture Event (Decemer,2019)**

it was located in Yemen, UNICEF and was organized by Empowerment Organization, The whole event was made to bring Yemeni women who are supporting themselves by opening their own small projects and selling traditional Yemeni food, jewelry and clothes. IT continued for two days.

### **Organized a whole event of for Exceed Teachers and management( January, 2019)**

- I was the leader and organizer
- It took a place at Exceed, where we made barbeque as a team work. strengthened the relationship between the management and the employees and did some other activities.

### **Organized a big bazaar at Fli Institute (2013)**

Besides organizing the bazaar, I took the responsibility of the photography the whole day

### **Attended Tedx Sana'a (2014)**

Where I was truly inspired by the stories and accomplishments of others.

### **Attended the Youth Opportunities Conference (2013)**

A journalist who covered, wrote an article about it, and made plenty of interviews

### **Volunteered at a Cancer Fundraising Event (2013)**

Where we sold food for the benefit of cancer patients. It took a place at Exceed Language Center

### **Organized a cultural event at Exceed Language Center (2012)**

At which I was the Leader of my group and created a beautiful event that was full of international cultural mixture

## **SKILLS**

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- Fluent English speaker and writer
- Great oral and communication skills
- Strong leadership qualities
- The ability to work individually or in a team
- Good computer and photography skills
- The ability to organize events
- Practical, easily adapted to new environments and a quick learner
- Hard working, responsible towards my tasks, and self-motivated
- Great skills at training and teaching others different skills
- Organized and punctual