

Name/ Hend Ali Alshehri

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CAREER STATEMENT:

When I found out about this opening job, I knew I had to apply. I know and respect your company, and my background seems exceptionally well suited to this role. I had my high school in 2002, however for some personal and family reason I was not able to apply in the university in that time. But in 2004 I went to Australia with my husband and I join group of Saudi students who have few month privet English lesson. In 2006 I return to my country and I started my computer diploma .I graduated from the program three years later. From spring 2011untill spring 2012 I study English in Kent State University (USA). Also from spring 2014 until fall 2014 I finished my upper intermediate English in Greenfield Community College (USA). Therefore, I highly respect applying to your institute since I am confident English speaker and had diploma in computer (Technical support) from the higher technical institute in Riyadh.

EDUCATION:

Academic degree

- Lean Six Sigma Green Belt (KSA, Riyadh chamber) 25th April 2019.
- ISO 9001: 2015 internal Auditor Quality Management Systems Training Course, TVE International Academy Pvt. Ltd. (KSA, Riyadh chamber) 10th Feb- 11th Feb 2019.
- Diploma in quality management (KSA, Riyadh chamber) (30/09/2018 – 08/05/2019).
- International Quality Forum 2018(Quality is a matter of trust) (KSA, Riyadh), Nov8, 2018.
- Japan Quality Administration workshop, in the International Quality Forum 2018(Quality is a matter of trust) (KSA, Riyadh), Nov7, 2018.

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- Quality of life according to the vision of Saudi Arabia 2030 workshop, in the International Quality Forum 2018(Quality is a matter of trust) (KSA, Riyadh), Nov 5, 2018.
- Editing Images Using Adobe Photoshop Course in Prince Ahmed Bin Salman Applied Media Center for Women (KSA, Riyadh), (05 Jun, 2018- 24 Jun, 2018).
- Reports Writing (Public Relations) Course in Prince Ahmed Bin Salman Applied Media Center for Women (KSA, Riyadh), (May 27, 2018- May 30, 2018).
- Basic Photographic Course in Prince Ahmed Bin Salman Applied Media Center for Women (KSA, Riyadh), (May 21, 2018- May 26, 2018).
- Upper intermediate English course in Greenfield Community College (USA). (Jan 21, 2014 – May 13, 2014).
- Lower intermediate English course in Greenfield Community College (USA). (Sep 3, 2013- Dec 23, 2013).
- Upper beginner English course in Kent State University (USA) (Sep 6, 2011- Dec 27, 2011) then from Jan 23, 2012 – May15, 2012).
- Diploma in Computer Technology (Technical Support) from Higher Technical Institute (Riyadh) (Start 2008- End 2010)
- High school at Bani Mashhour (2002)

Training :

- One academic semester in Prince Nora University (Riyadh) 2010 .

Personal experience :

Very good in Microsoft office (Word, Excel, PowerPoint, Access, Outlook, OneNote) in addition to my major (Technical Support).

Social Services

- Member of Parent Teacher organization committee in Iqra Academy, West Springfield, Massachusetts, USA (2012- 2015).
- Member of organizing fieldtrip committee for Iqra Academy, West Springfield, Massachusetts, USA (2012- 2015).
- Member of fundraising committee for Iqra Academy, West Springfield, Massachusetts, USA (2012- 2014).

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LANGUAGES :

- Fluent in English and Arabic

REFERENCES:

- Crisitn L. Carpenter, PhD. ESOL Department Chair Greenfield Community College, Massachusetts (USA). One College Drive, Greenfield, Massachusetts 01301 Tel. +1 (413) 775-1226 <http://hum.gcc.mass.edu/>
- Marianna V. Nesterenko Academic Program Coordinator ESL Center at Kent State University (USA). ESL Center (Department of English) P.O. Box 5190. Kent, Ohio (USA) 44242-0001 Tel: +1 (330) 672-1758