

Rana Salim
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A passionate person with employment and voluntary experience, I have the skills and needed attributes to offer in the business world including leadership, analytical thinking, problem solving, team working and communication.

Education

2006 - 2015

Dubai Modern High School

A-levels: history, English, French. AS level geography

2015-2018

Zayed University

BA Archaeology

Skills

Working in a team

- Staff member at Espresso Lab fulfilling orders and providing excellent customer service.
- Project assistant for **Dig it** collaborating with the project team to plan Summer Dig events and ensure each day ran smoothly.
- Committee member of university Archaeology Club, devising and facilitating annual programme of events and talks.
- Editing and publishing newsletter for the Archaeology Club at Zayed University.

Negotiation

- As staff student liaison for my course year I negotiated changes to the seminar timetable to enable better use of available rooms and IT.
- As chair of the university Archaeological Club I negotiated event programmes with colleagues and staff, booking speakers, agreeing terms and negotiating budgets.

Leadership

- Shift leader at Espresso Lab, responsible for rotas, customer experience and training new staff.
- Chair of Zayed University Archaeology Club, leading committee meetings and taking a strategic lead.
- Responsible for groups of adults and children.

Writing Skills

- Writing articles for non-archaeologists for a local Archaeology Magazine.
- Report writing as project assistant to Dig It.

- For my university course, producing essays, reports, seminar papers to strict guidelines.

Verbal Communication

- Dealing with customers at Espresso Lab, including complaints referred by junior staff, as well as communicating with staff and managers.
- On my university course, creating and giving presentations to large and small groups.
- As project assistant to Dig It, briefing participants on Summer Dig event, including health and safety inductions.
- As chair of the Zayed University Archaeological Club, introducing speakers, leading panel discussions and chairing question sessions.

Organisation

- Successfully combining study, part-time work, volunteering and extra-curricular activities.
 - Coordinating well-received archaeological events for Dig It and the university Archaeological Club.
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Employment

2017- Present, Shift Leader, Espresso Lab

- Organising staff rotas to ensure adequate cover for each shift.
- Supervising staff and maintaining health and safety and food hygiene standards.
- Working as a member of the team to provide great customer service
- Upselling and cross-selling to maximise revenue and meet branch targets.

2017-2018, Project Assistant, Dig It

- Working with other project assistants to plan the Summer Dig events.
 - Facilitating each event and ensuring health and safety.
 - Giving demonstrations to event participants.
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Volunteering

- Chair of Zayed University Archaeology Club.
- Staff student liaison for my course.
- Newsletter Editor for a local Archaeology Magazine.