

MUNA OSMAN

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PROFESSIONAL PROFILE

- Possess more than eight years of professional experience in conducting needs assessments, designing, developing, implementing, monitoring and evaluating programs
- Strong representation skills, capabilities for high level policy work, and solid negotiation skill
- Excellent articulation and assertiveness in communication and analytical skills with outstanding abilities in leadership and teamwork, inspiring people towards common mission and effectively managing and utilizing available resources to maximize profit and production
- Experience supervising and managing a multi-disciplinary team in a cross-cultural setting
- Ability to handle multiple tasks and work under pressure while managing projects in fast paced environment with tight deadlines
- Superb creative and independent thinking with high level of integrity and diplomacy skills to encourage field level partner organizations to collaboratively introduce improvements to their programs and measures to increase efficiency of the country response to existing challenges
- Excellent interpersonal and team building skills, as well as knowledge of participatory approaches

EDUCATION

Colorado Heights University

(MBA)Masters Business Administration and Management

2013 – 2015

Denver, CO

International Academy of Design and Technology

Bachelor of Arts: Fashion Design

2006-2009

Chicago, IL

EMPLOYEMENT EXPERIENCE

Project Manager

09-2017/01-2018

OCVP- Hargeisa, Somalia

- Managing a team of over 15 employees. Organizing staff training. Recruiting new employees. Planning countless promotions and events for the business. Assisting customers and addressing their concerns. Handling all merchandising, inventory control, and cash control.

Administrative Assistant II

05-2017/08/2017

Sound Painting Solutions, LLC-Greater Seattle Area

- The office administrator include bookkeeping
Mentoring office assistants and competent in prioritizing
Worked with small amount of supervision.

Administrative Assistant

02-2017/ 04/2017

H&R Block – White-Center: Seattle, WA

- Matched clients with the best suited tax professional for their needs. Prepared income tax return forms for individuals and small businesses.to determine forms needed to prepare return. Maintained integrity of general ledger, including the chart of accounts

ECO/Reg. B Specialist I

HomeStreet Bank - Federal Way, WA

09-2016/11/2016

- Maintained computer and physical filing systems. Clearing Loan Approval Conditions Assisted with receptionist duties, file organization and research and development. ECOA/Appraisal delivery final review Fee sheet and invoice review final LE/CD.

Administrative Assistant

Green Wellness Health Solutions - Greater Seattle Area

05-2016 - 08/2016

- Composed and drafted all outgoing correspondence and reports for managers. Oversaw inventory and office supply purchases. Verified and created claim numbers by communicating with various insurance companies. Lead design and review sessions with technical and business staff.

Administrative Assistant

H&R Block - Greater Seattle Area

02-2016-04/2016

- Matched clients with the best suited tax professional for their needs. Prepared income tax return forms for individuals and small businesses.to determine forms needed to prepare return. Maintained integrity of general ledger, including the chart of accounts

Project Manager Sales Marketing

Maandeeq Restaurant & Cafe - Greater Denver Area

01-2015 - 12/2015

- Worked with experienced managers to learn about operations, management. Defined the project's objectives and created schedules. Responsible for planning, coordinating, implementing and finalizing projects according to the specifications and deadlines, while keeping the project within budget.

Bookkeeping

Thompson Design Group Inc- Greater Denver Area

01-2014 - 03/2015

- QuickBooks. Revenue report. Payroll and quarterly payroll tax preparation

Dean of Academics Assistant

Colorado Heights University - Greater Denver Area

12-2013 - 11/2014

- To enhance the improvement Strategies, plan of Colorado Heights University, by working with various student groups, researching and through leadership development support.

Academic Office Research Assistant

Colorado Heights University - Greater Denver Area

02/2012 -

06/2012

- Assisted over 400 students and faculty members with accessing and utilizing web-based resources. Supported students and faculty with library database and instructional delivery technology needs. Supervised and grade TOEFL exam for 15 students every week.

TECHNICAL, CERTIFICATION AND LANGUAGE SKILLS

- **Technical:** - Proficient in various web design programs including HTML, and Adobe Photo Shop, Software abilities knowledge of Microsoft Word, Excel, Outlook, PowerPoint, Adobe Illustrator and Photoshop
- **Languages:** :Fluent in English and Somali Basic In Arabic and Basic In Spanish
- **Professional Societies:** Interact, Environmental, National Honor Society, and Somali Student Clubs. Somali Community Services Coalition, All Student Body President (ASB), Founder of Dreamers INK(Art Club)

References Available Upon Request