

Naudia J. Jawad

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OBJECTIVE

To utilize my writing and communication skills in a position in the field of journalism where I can be a creative member of the writing team.

EDUCATION

University of Florida Gainesville, FL
M.A. in Mass Communication, Journalism **GPA: 3.62** January 2008 - Present

- Working towards a master's degree in mass communication (with a specialization in journalism)

New York Institute of Technology Adliya, Bahrain
B.S. in Business Administration, Marketing **GPA: 3.56** August 2004 - September 2006

- Completion of a bachelor's degree in business administration (with a concentration in marketing), graduated Magna Cum Laude
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EXPERIENCE

Weekly Opinion Columnist The Independent Florida Alligator
Gainesville, FL January 2009 - July 2009

- Writing opinion column on various topics weekly

Communications Intern Saudi Hollandi Bank
Riyadh, Saudi Arabia June 2008 - July 2008

- Creating content for the Saudi Hollandi Bank employee intranet
- Collaborating with representatives from all bank departments on the SHB intranet

Graduate Assistant Tarleton State University
Killeen, TX September 2007 - December 2007

- Marking and tracking grades of undergraduate students
- Standing in to teach classes when professor was unavailable
- Managing professor's contact files and information
- Assisting professor in preparation for SHRM leadership symposium

Office Administrator Marriott Global Sales Office
Manama, Bahrain October 2006 - January 2007

- Issuing prepaid vouchers to customers and maintaining PPV tracking database, staff files and office petty cash
 - Booking rooms for VIPs in Marriott hotels worldwide
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SKILLS / ABILITIES

- Organized, efficient and responsible
 - Use of all Microsoft Office applications
 - Use of various imaging programs (JASC Paint Shop Pro, Adobe Photoshop)
 - Use of a digital SLR camera
 - Bilingual (speaks Arabic)
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