

# Nawaf Fahad Alsalman

## English Language Student

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Riyadh, Saudi Arabia

## OBJECTIVE

Senior English major seeking a CO-OP position to apply my advanced skills in communication, problem-solving, and Microsoft Office while gaining practical experience in a professional setting.

## EDUCATION

### Imam Muhammad Ibn Saud Islamic University | Saudi Arabia

Bachelor of English Language and Literature

GPA: 4.28/5

## EXPERIENCE

### Innovation and Entrepreneurship Club

Project Management Member (Volunteer) | Aug 2024 – Present

- Organized and led events that fostered teamwork and strengthened the community, benefiting over 150 of members.
- Took the lead in developing the time plan for a camp, coordinating schedules, setting milestones, and ensuring successful execution of the program.
- Successfully managed multiple projects, receiving a Certificate of Volunteering for contributions to club activities.
- Applied problem-solving skills to address unexpected challenges during events, ensuring seamless execution and positive participant feedback.

## COURSES AND CERTIFICATES

### McKinsey & Company

McKinsey Forward Program | July 2024

- Developed practical skills for future work success.
- Learned McKinsey's approach to problem-solving and effective communication.
- Built adaptability and resilience mindsets through engaging coursework.

### Doroob

Microsoft Excel Certificate | April 2024

- Gained proficiency in Excel, including advanced functions and data analysis techniques

### National Center for Non-Profit Sector

Certificate of Volunteering | December 2024

- Organizing activities for the Innovation and Entrepreneurship Club.

## SKILLS

### Soft Skills:

- Problem-solving
- Strong communication
- Team collaboration
- Adaptability
- Time management

### Technical Skills:

- Microsoft Office Suite
- Data analysis (Excel)
- Basic project management tools

## LANGUAGES

- Arabic (Native)
- English (Advanced)