

# Salwa Kisswani

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## SKILLS

- Flexible, Fast Learner, interested in Improving and Developing New Skills.
- Computer Skills: PowerPoint, Excel. Windows & Mac Operating Systems, FinalCut Pro, Adobe Suite; Photoshop, Illustrator, InDesign, Premiere Pro, Dreamweaver. HTML5, CSS Coding, ISC, AP Easy, Easy Billing, AutoCad.

## WORK EXPERIENCE

### **Huffington Post & Salwakisswani Media Publishing Corp.**

**May 2015- Current**

#### *Travel Lifestyle Writer / Brand Ambassador*

- Content Creator/Writer on the Huffington Post Online platform; Blog.SalwaKisswani.com, Travel Lifestyle Blog.
- Previous Brand ambassadorship for Verizon, Lion Tea, BookExpo/BookCon, Amazon, T-Mobile and the grand opening of Vapiano in NYC.

### **SalwaKisswani.com**

**August 2010- Current**

#### *UI/UX Designer & Digital Media Artist*

- Responsible for the visual interface, the look/feel of a design using designing tools & elements including typography and colors.
- Developing the user experience features in the back office which includes coding, prototypes, mood boards, wireframes, storyboarding, demos, researching and monitoring user testing.

### **Ora Group International -> FILO Associates**

**August 2016-April 2017**

#### *Corporate Trainer*

- Representing fortune 500 companies in the Telecommunication industries in selling and direct marketing.
- The role includes training, organizing teams. Along with building, motivating and helping team members advance.

### **Research Foundation of The City University of New York**

**September 2015- June 2016**

#### *Research and Evaluation*

- Assist with outreach for events, preparation for staffing of program events, data collection and entry.
- Assisting in monitoring of incoming inquiries, and other duties as identified and assigned.

### **Nevart Akademi/ Ankara, Turkey**

**June- July 2015**

#### *Digital Design and Art Intern*

- Worked on an Ottoman calligraphy project, mimicking famous letters written between Ottoman rulers for exhibitions in foreign ministries around Turkey.

### **DMS Trading Corp.**

**February 2013- June 2015**

#### *Sales Executive Director*

- Responsible for Online Marketing, Issuing Billing Adjustments.
- Performing Data Entry onto Company's Software, Filing Urgent Documents, and Customer Service.

## EDUCATION

### **Susan E. Wagner High School, Staten Island, NY**

**June 2012**

Advanced Regents H.S. Diploma

### **City University of New York, College of Staten Island, Staten Island, NY**

**2012- 2016**

Holder of a Digital Media & Design: Communications Bachelors Degree. Minor in Cinema and Film.

### **HBX/ Harvard Business School**

**2015- 2016**

Pre-MBA, Business Administration and Management, General.

## TRAINING AND ACHIEVEMENTS

- Certified Photographer, American Red Cross Disaster Assessment, CUNY Service Corps member
- 180 Hours intensive TEFL, TESOL, TOEFL IELTS TOEIC
- 60 Hours TEYL, Teaching Business English, Teaching Hotel and Resort English
- Certified by The National Financial Educators Council – Financial Literacy Program 2012
- Certified by Brooklyn Public Library for the Investing 101 Program:
  - Teen Virtual Investment Club 2013- Focused on Stock Market Success.
- Professional Peer Mediation Training Certification
  - Worked with the United Nations, Temple of Understanding, UFT, and Building Bridges.
  - Guest Speaker at Different U.N. Conferences, a Task Force Member of the Season for Nonviolence Conference 2012.
- Community Service & Volunteering Hours: 24,185 hours
- Languages:
  - Fluent- English, Arabic
  - Intermediate - Spanish