FATIMA ABUAGLA

Riyadh, Saudi Arabia

+966533844388

[**fabuagla@gmail.com**](mailto:fabuagla@gmail.com)

**Summary**  Seeking a challenging teaching position in the education industry which provides for growth and advancement in the field. Completed several courses in Business Administration, Finance, Strategic Management, Marketing and Management Information Systems. Great work ethics, teamwork abilities and organization skills.

**Education** **George Mason University, Fairfax, VA**

**B.S. in Health Science, Concentrations in Health Systems Management and Assisted**

**Living Administration, completed course work for Minor in Business May 2006**

**Northern Virginia Community College, Alexandria, VA Science Major 2001-2003**

**Experience**

***2011- Present Al Hadarah International School, Riyadh, Saudi Arabia-*** Classroom Teacher

* Teaching English and all other subjects
* Classroom management
* planning, preparing and delivering lessons to a range of classes and age groups
* practice of lessons through activities and worksheets
* taking attendance of students on a daily basis
* devising, writing and producing new materials, including audio and visual resources

***2011- 2011 AlOruba International School, Riyadh, Saudi Arabia-*** English Teacher

* Teaching English
* classroom management
* planning, preparing and delivering lessons to a range of classes and age groups
* preparing and setting tests, examination papers, and exercises
* marking and providing appropriate feedback on oral and written work
* devising, writing and producing new materials, including audio and visual resources
* organizing and getting involved in social and cultural activities such as sports competitions, schools parties, dinners, excursions and pricing events appropriately
* participating in marketing events for the school
* freelance teaching on a one-to-one basis
* running specialist courses for adults or business people, which may require knowledge of scientific, technical or commercial terms
* basic administration such as keeping student registers and attendance records for starters and leavers.

***2008- 2010*** ***Planned Systems International, Columbia, MD contractor for Walter Reed Army Medical Center-***Administrative Billing Clerk

* Worked on Insurance claims
* Processed Write Offs for claims after researching and determining the correct code
* Worked on Weekly Cash Reports which shows the YTD collections
* Worked on posting claims to Third Party Outpatient Collections System
* Prepared quarterly financial reports
* Mail Pick up for Third Party Collection Program and make copies of checks
* Take original checks to the Treasury Office
* Running a tape for the total amount of Inpatient and Outpatient, then recorded onto the monthly calendar
* Make a spreadsheet of all the checks for the day on daily basis
* Clinical Summary Report generated at the end of each month which needs to balance with calendar
* Quarterly DD 2570 Report is generated from TPOCS which needs to balance
* Complete necessary forms for refund request and research refund request in TPOCS
* Post refund in TPOCS if required

***2007- 2008  Intelligent, LLC, Alexandria, VA –*** Operations Manager

* Research projects on different aspects of technology
* Manage employees and consultants payroll
* Process invoices for Accounts Payable
* Assist in proposal writing, marketing collateral and corporate presentations
* Create reports and monthly financial statements
* Data collection and basic data and marketing analysis
* Maintaining statistical and financial records and preparing reports

***2006- 2007 Sunrise Senior Living at George Mason, Fairfax, VA-*** Business Office Coordinator

* Worked on Bi-Weekly payroll processing and Payroll Reconciliation Reports as well as Census Reconciliation Reports.
* Reviewed revenue and labor report and developed SWOT Analysis
* Reviewed Community Marketing, Advertising, and Special Events Plan
* Creates and maintains team member personnel information in appropriate systems (PeopleSoft and Kronos)
* Recruiting, Hiring, and Firing of employees
* Setting up ongoing procedures to collect and review information needed to assist in billing and accounting support services to meet business performance results, deadlines and reporting
* Understands financial management to accurately reflect the business performance
* Follows monthly accounting calendar and scheduled tasks to ensure all financial data expectations and deadlines are met
* Maintains training records and ongoing data entry into Omni learn System
* Received a Certificate of Achievement for Business Office Coordinator

***2004- 2006 George Mason University, Fairfax, VA –*** *Telephone Interviewer*

* Interviewed residents on community issues in Fairfax County, related to transportation, parks, West Nile Virus and historic sites
* Data collection and queries
* Data entry

***2001- 2004 Northern Virginia Community College, Alexandria, VA –*** Administrative Assistant

* Managed day-to-day operations at Office of Visual and Performing Arts and Public Services. Handled all incoming calls and helped visitors to the office
* Worked at Tutorial Office making tutoring appointments for students
* Planning work schedules and holding weekly staff meetings
* Dealing with customer complaints and comments
* Dealing with problems as they arise and day-to-day troubleshooting
* Making sure events and meetings run smoothly
* Planned and organized student meetings

***09/02- 12/02 Northern Virginia Community College, Alexandria, VA -*** *Student Ambassador Volunteer*

* Assisted special needs students working as a reader and scribe
* Received all guest complaints (and compliments) in a professional and courteous manner
* Managed the main switchboard and answer all telephone inquiries
* Ability to communicate with public, Students and staff in a professional manner
* Provided general information, directions, and assistance with events on campus
* Assisted students in registration and campus events
* Maintained a high level of professional appearance and demeanor
* Fully responsible for the day to day operations of all campus events
* Maintained a sense of control and coordination with student registrations

### Skills

### Proficient in Microsoft Office Applications (Word, Excel, Outlook, Access, PowerPoint, QuickBooks & MS Project)

### Proficient in PeopleSoft HR, Basis, and Kronos Ashburn v.5.1

### Proficient in Third Party Outpatient Collections System (TPOCS)

### Use of Internet effectively for research

### Fluency in English and Arabic

### Great customer service, communication, leadership, organizational, multi-tasking and teamwork skills

**References**

Will be furnished upon request