

Yassmin Rifai Shaker

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NATIONAL NURSE PRACTITIONER RESIDENCY & FELLOWSHIP TRAINING CONSORTIUM

Administrative Specialist

Nov 2019 - Present
Newport Beach, CA

- Provide administrative, organizational, and technical support to the Executive Director of NNPRFTC, the Consortium Committees, and the Accreditation Commission
- Organize and oversee all activities for initial accreditation, renewal, and all site visits
- Participate in Consortium, Board, Committees, and Accreditation Commission meetings while maintaining their minutes and agendas, and follow-up with respective personnel
- Coordinate the support of Quarterly Board meetings, Semi-Annual Membership meetings, and accreditation site visitor trainings
- Assist in drafting, editing, and preparation of Consortium documents and presentations
- Assist in maintaining and updating the Consortium website, membership website, and social media accounts as needed
- Perform program evaluation audits, update specialty rotation schedules, and download and distribute NP weekly reflective journals
- Assist in all conference related activities for the Consortium (shipping materials, registration, booth rental, hotel accommodations, and marketing material inventory)
- Travel arrangements, expense forms/requisitions, and reimbursements
- Document control, proof-reading/editing documents, and daily handling correspondence
- Initiated the Consortium Process and Procedure Document
- Follow-up of deadlines and due dates of different projects

NETFREEDOM PIONEERS

Executive Assistant to Director/Project Coordinator – Part-time

Feb 2019 – Nov 2019
Los Angeles, CA

- Creating, scheduling, processes and implementing various maintenance logs
- Follow-up of deadlines and due dates of different projects through trackers
- Initiated and assisted in the implementation of a project overseas for public schools with the Ministry of Education in Egypt
- Assist HR Manager in writing contracts, recruiting, interviewing
- Assist in the designs of Advertisement material with Marketing Manager
- Prepare expense forms/requisitions, reimbursements, and Credit Card Reconciliation using online QuickBooks
- Document control, proof-reading/editing documents

CRRC MA CORPORATION

Administrative Manager / Project Administrator

Feb 2017 –Feb 2019
DTLA Los Angeles, CA

- Creating, scheduling, processes and implementing various maintenance logs
- Document control, proof-reading/editing documents, & handling all correspondences on daily basis
- Prepare Weekly and Monthly Reports, and distributed associated Key Performance Indicators (KPI)
- Manage calendars and arranging meetings and Conducting online research and preparing data
- Assign incoming correspondence to the designated employees
- Follow-up of deadlines and due dates through trackers
- Prepare expense forms/requisitions and Credit Card Reconciliation
- Manage daily office needs and LA PMO's general administrative activities.
- Manage travel itineraries including domestic and International flights and hotel booking

INTEGRATED HEALTH CENTER OF LOS ANGELES
Executive Administrative Assistant

Nov 2015 – Jan 2017
Los Angeles, CA.

- Provide administrative support & preparation of files and labs for Two Clinics.
- Schedule & manage appointments and qualifying/disqualifying patients for workshops
- Responsible for inventory. Prepared update sheets to update it
- Organize events/workshops including doing both the opening and closing speeches
- Take minutes, schedule meetings, follow-up to meet deadlines, and greet guests
- Field phone calls and customer service and manage office supplies

EMBASSY OF QATAR
Translator/Interpreter

Mar 2013 – Sept 2015
Houston, Texas

Translated Arabic/English for Qatar civilians coming to Houston for Cancer treatment.

3MLTD
Office Manager

May 2011 – Jan 2013
Cairo, Egypt

- Provided executive support to both the General Manager and Financial Manager
- Participated in all senior level meetings. An active member of Operating Team Committee
- Managed HR duties. Compiled and processed all company personnel files and reports
- Interviewed and screened candidates for positions in the company and updated the 3M Regional HR database

GLAXO WELLCOME INC.
Executive Assistant to Managing Director

Feb 2007 – April 2011
Cairo, Egypt

- Acted as Secretary to Three Main Executive Committees, operating at senior level
- Reported to the Area Director's office in both Rome and London Headquarters
- Translated Arabic to English and vice versa

EDUCATION

Bachelor of Computer & Information Science. University of Northeastern Illinois, Chicago, Illinois
Certificate of Medical Interpretation & Translation. Cairo University, Cairo Egypt 2011
Certificate for PMP (In Progress)