

# Nour Saleh, MBA

Cell: 626-636-1757

Email: [nourhs198@gmail.com](mailto:nourhs198@gmail.com)

## Education

---

- **MBA, Business Administration**, California State Polytechnic University, Pomona, May 2022
- **B.S., Business Administration**, Management and Human Resources, California State Polytechnic University, Pomona, May 2020, Summa Cum Laude

## Experience

---

### California State Polytechnic University, Pomona

#### Instructional Student Assistant

September 2020 - May 2022

- Grade homework and assignments for over 200 students.
- Assisting the professor with any requests.
- Input final grades from Canvas and Blackboard systems.
- Keep and store student and class records.
- Provide support and guidance to students with any questions or concerns they have.
- Answer student emails addressing issues such as group work, assignments, tests, quizzes, etc.
- Act as the course webmaster on Canvas and Blackboard.
- Research surrounding group topics and data that students use for their projects.
- Used the school payroll system for inputting hours.

### Private Consultant

#### Tutor

July 2020 - December 2020

- Private lessons for elementary students in the subjects of math and english over Zoom.
- Scheduled meetings, and discussions with parents about students progress and involvement during the tutoring hours.
- Assess the needs of students and create curriculum tailored to their strengths and weaknesses.
- Assign homework and readings to students to do outside of class time.
- Weekly lesson planning for the students, which included quizzes, exams, lesson plans, homework, and readings.

### AGRIscapes at Cal Poly Pomona

#### Event Assistant

February 2018 - May 2020

- Assistant for sales and customer service.
- Facilitate general office duties as requested.
- Heavy organizational skills utilized for multiple events on campus.
- Responsible for all monthly payroll including entering time, calculating, and submitting to supervisor.
- Payroll entries include all staff and up to 70 seasonal employees.

### **Al Anwar Public Trading**

#### **Assistant, Temporary International Summer Position**

July 2021 - August 2021, June 2019 - August 2019, June 2017 - August 2017, July 2016 - September 2016

- Managed sales and customer service.
- Facilitated general office duties.
- Overseeing the quality and control of the potential purchases.
- Gather information about new products that could potentially be purchased for wholesale.
- Researching fair market rates of slabs and tiles.
- Facilitated communication between shipping companies and suppliers.
- Dealing with customers in debt to us to assist them with their payment options.

### **Ahmad & Associates Construction Services**

#### **Assistant, Temporary International Summer Position**

July 2021 - August 2021, June 2019 - August 2019, June 2017 - August 2017, July 2016 - September 2016

- Administered the supervision of properties to complete sales.
- Gather information about new properties that could potentially be purchased and constructed.
- Advertise new buildings to potential buyers.
- Helping customers finance and take loans out to purchase their new homes

### **Resale Services**

#### **Sales Assistant**

January 2016 - January 2017

- Worked with managers to buy and sell electronic products.
- Answered phones and gathered information about new products that could potentially be purchased and resold in wholesale.
- Responsible for specific purchases as requested from supervisor.
- Tasked with researching fair market rates of electronics.

Presentations

- 
- Leadership: Comparing and Contrasting China and the United States”, California State Polytechnic University, Pomona
  - “Rajat Gupta and Insider Trading”, An Ethical Analysis, California State Polytechnic University, Pomona
  - “Decision Making”, Management and Human Resources, California State Polytechnic University, Pomona
  - “Leadership, Power, and Influence”, California State Polytechnic University, Pomona
  - “Employee Engagement Plans”, California State Polytechnic University, Pomona
  - “Telework”, California State Polytechnic University, Pomona
  - “Bronco Brain”, A Learning Application, California State Polytechnic University, Pomona
  - “Forever DIOR”, Marketing Plan, California State Polytechnic University, Pomona
  - “Starface”, Company Profile, California State Polytechnic University, Pomona
  - “Spotify”, A Data Presentation, California State Polytechnic University, Pomona
  - “Netflix”, A Case Analysis, California State Polytechnic University, Pomona
  - “Robotic Friends for the Elderly”, California State Polytechnic University, Pomona
  - “Sun Microsystems”, A Case Analysis, California State Polytechnic University, Pomona

#### Language Proficiency

---

- Arabic - Fluent: speaking. Elementary: writing, reading.
- Spanish - Elementary: reading, writing, speaking.

#### Skills and Abilities

---

- Took charge in all group projects.
- Created and lead yearbook project for two years.
- Involved in afterschool preparation for upcoming events.
- Supervised classes and aided in teaching children ethics.
- Played roles in more than three school plays.
- Word
- PowerPoint
- Excel
- Photoshop
- QuickBooks
- Access
- Outlook
- Organized
- Goal-oriented
- Efficient
- Overall prepared to give extreme effort

## Volunteer Work

---

### **YMCA**

#### **Assistant**

September 2015 - May 2016

- Assistant soccer coach and trainer for up to 24 children.
- Cleaned and organized the soccer facility.
- Acquired information from families interested in joining YMCA sport activities.

### **Hope For Home**

February 2016

- Cooked and distributed food to those struggling without housing.

## Professional References

---

### **Dr. Lianlian Lin**

Supervisor, Professor

California State Polytechnic University, Pomona

+1 (626) 278-9666

### **Veronica Grant**

Supervisor, Outreach Assistant

AGRIsapes at Cal Poly Pomona

+1 (909) 869-6722

### **Dr. Deborah Brazeal**

Professor, Management and Human Resources

California State Polytechnic University, Pomona

+1 (909) 869-2368