

MONA ALASMARI

## AWARDS

The Outstanding Achievement award  
for Fall 2020

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Dean's Honor Roll for fall 2018

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Dean's Honor Roll for spring 2018

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Dean's Honor Roll for winter 2018

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Dean's Honor Roll for fall 2017

## SKILLS

AutoCAD

SketchUp

Kerkythea

Enscape

Podium

Revit

Adobe Photoshop

Adobe InDesign

Adobe Illustrator

Microsoft office

Digital Content Editing

## CONTACT INFO

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<http://monaalasmari.com/>

## WORK EXPERIENCE

Jul 2020 – Sep 2020

### Intern, Medina Living Designs

Assistant Interior Designer

- Creating client proposals and room boards
- Creating client invoices and budgets
- Contacting suppliers and vendors
- Choosing furniture

Apr 2020 – May 2020

### Intern, LNG Studios

Assistant Project Manager

- Cross referencing renders and plans and updating process docs
- Researching materials and cross referencing with renders

Feb 2014 – May 2015

### Content Manager & Coordinator

Assalam Media Inc, Vancouver, Canada

- Consult with senior management regarding content to be published
- Coordinate with different content providers
- Edit, publish and publicize content
- Conduct interviews

Oct 2009 – Mar 2010

### Human Resources Specialist

Alrasheed Law Firm

- Human resources Specialist
- Write job descriptions
- Reviewing CV's

## VOLUNTEER EXPERIENCE

Jan 2015- June 2015

### Administrator

Friends of Vancouver Public Library

Oct 2009 – Mar 2010

### Administrative Assistant

BWSS (Battered Women Support Services)

## EDUCATION

- **Bachelor of Interior Design from LaSalle College**, Vancouver.
- **Master of Administration Science**, Vancouver, FDU.
- **Bachelor of science in public Administration**, Saudi Arabia, KAAU.