**Faten Alsakkaf**  
3210 Marie St.  
Dearborn, MI. 48120  
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**CAREER SUMMARY**

Analytical and detail-oriented professional with strong time management skills. Capable of working independently or in a team, handling high-stress situations calmly and effectively. Dependable, proactive, and socially perceptive, with excellent communication skills. Adept at using logic to develop alternate solutions, identifying and solving problems quickly, and learning new concepts rapidly. Experienced in administrative and secretarial tasks, including virtual assistance. Proven high performer in remote work settings with minimal supervision. Highly adaptable and eager to learn new skills.

**PROFESSIONAL DEVELOPMENT**

**SR. Analyst/Coordinator**  
Nissan, Farmington Hills, MI (Remote)  
*August 2022 – March 2023*

* Conducted and verified the accuracy of weekly executive reports for pre-production analysis.
* Negotiated and secured commitments from key suppliers to ensure timely delivery.
* Performed detailed data entry for supplier information, cost analysis, and project timelines.
* Procured essential parts for Nissan’s pre-production builds and testing activities.
* Coordinated with a large network of suppliers and test groups to meet stringent testing deadlines.
* Supervised junior analysts and provided strategic testing schedules to achieve project milestones.
* Ensured on-time delivery of parts for testing, reducing delays and enhancing efficiency.
* Conducted root cause analysis for any delays or issues, implementing corrective actions swiftly.
* Reviewed d-notes for ordering supplies and scanned orders to verify the necessity of parts, preventing incorrect orders from engineers and incorrect project budget allocations.
* Provided virtual administrative support, including scheduling meetings, managing emails, and preparing reports.
* Created procedural documents to guide employees in running reports, tracking progress, and highlighting high-alert items.
* Worked with shipping companies to ensure deliveries, pickups, and address verifications.
* Consistently achieved high performance with minimal supervision by maintaining strong communication, attending all virtual meetings, and ensuring task completion.

**Analyst**  
Nissan, Farmington Hills, MI  
*August 2018 – October 2020*

* Compiled and verified weekly executive reports for pre-production.
* Secured and negotiated supplier commitments.
* Entered and managed data for supplier costs and timelines.
* Procured parts for pre-production builds and testing activities.
* Oversaw and coordinated with numerous suppliers.
* Maintained close relationships with program managers of suppliers, ensuring effective collaboration to meet goals.
* Managed suppliers as the primary customer, balancing professional ties with strategic escalation to their management to protect Nissan’s interests.
* Resolved order issues to meet build and testing deadlines.
* Conducted status meetings with suppliers, ensuring optimal delivery timing, high quality, and cost efficiency.
* Managed Just-In-Time (JIT) order deliveries.
* **Senior Analyst in Training:**
  + Analyzed and negotiated tool timing.
  + Developed delivery schedules for current and upcoming builds.
  + Negotiated vendor tool timelines to meet production goals.
  + Monitored and reported on slow and obsolete inventory.
  + Collaborated with cross-functional teams for accurate inventory forecasting.
  + Utilized inventory management systems and Excel for data analysis and reporting.
  + Implemented process improvements to enhance inventory accuracy and efficiency.
  + Reviewed d-notes for ordering supplies and scanned orders to verify the necessity of parts, preventing incorrect orders from engineers and incorrect project budget allocations.
  + Assisted with administrative duties such as maintaining documentation, preparing presentations, and coordinating meetings.
  + Created procedural documents to assist employees with report generation and high-alert item tracking.
  + Coordinated with shipping companies to ensure timely deliveries and pickups.
  + Demonstrated strong performance in remote work settings, efficiently completing tasks and participating in all required virtual meetings.

**Substitute Teacher & Resource Teacher**  
Dearborn Public Schools, Dearborn, MI  
*September 2017 – June 2018*

* Served as a long-term substitute resource teacher for 6 months, supporting other teachers and filling in as a substitute when needed.
* Provided small group instruction for students struggling with reading, helping them improve their skills.
* Assisted with the development and implementation of individualized learning plans for students.
* Worked on a short-term assignment for 2 weeks with children with autism, providing specialized support and instruction.
* Managed classroom activities, ensured a productive learning environment, and maintained effective communication with staff.

**HR Intern**  
City of Dearborn, Dearborn, MI  
*January 2011 – June 2011*

* Assisted with recruitment processes, including posting job openings, screening resumes, and scheduling interviews.
* Supported onboarding activities, such as preparing orientation materials and conducting new hire orientations.
* Maintained employee records and ensured compliance with HR policies and procedures.
* Provided administrative support for HR projects and initiatives.
* Assisted in the development and implementation of HR policies and procedures.
* Conducted research on HR best practices and provided recommendations for improvements.
* Performed secretarial tasks, including managing correspondence, scheduling meetings, and preparing documents.
* Coordinated service awards for city employees, ensuring successful event planning and execution.

**EDUCATION**

**The University of Michigan-Dearborn**  
Dearborn, MI  
*June 2008 – May 2011*  
**Bachelor of Business Administration**  
Major: Human Resource Management

**COMPUTER SKILLS**

* Proficient in Microsoft Office Suite.
* Experienced in virtual administrative support tools and software.