

Kimia Safvatsafaie

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EDUCATION

The University of Texas at Dallas

Bachelor of Science, Human Resource Management

Top 10% Academic Scholarship

May 2025

GPA 3.68

Dallas College

Associate of Science, Business Administration

May 2022

GPA 3.65

PROFESSIONAL EXPERIENCE

Kimia Academy of Persian Language and Literature- Frisco, TX

June 2022 – Present

Communications Manager

- Designed and implemented communication skills for all internal and external communications to expand Academy's presence in the community by 200%
- Facilitated customer service by communicating through multiple channels to ensure 100% satisfaction
- Supervised every monthly meeting for accurate business meeting documentation to redirect business and marketing strategies

All4Frisco- Frisco, TX

January 2023 – Present

Gymnastics Coach

- Provided quality training for over 100 students while ensuring safety and wellbeing
- Planned and developed lessons for each class targeting problem areas

Peerless Production Group- Frisco, TX

September 2022 – January 2023

Sales Attendant (Seasonal)

- Exceeded break-even sales on retail items by identifying customer's interests
- Worked in changing outdoor climates to create a welcoming area for customers
- Employed time management and organization skills to work efficiently

Advanced Sport & Injury Clinic - Dallas, TX

May 2022 – August 2022

Marketing Intern

- Cultivated first presence on Google profile and 2 social media platforms to increase traffic
- Oversaw over 30 front-office patient interactions to maintain 100% quality and service
- Utilized Microsoft platforms to update 5 medical forms and translated them into Spanish and Arabic
- Identified and developed several marketing strategies that increased new patient intake by 30%

ORGANIZATION EXPERIENCE

Honors Student Organization, Dallas College, *President*

August 2021 – January 2022

- Led member meetings to communicate information to over 50 honors students

Social Media Team, RCHS, *Co-founder*

September 2021 – May 2022

- Initiated and designed the first social media presence for the high school, engaging over 250 students

ADDITIONAL INFORMATION

Technical Skills: Microsoft Excel and Word Specialist, Photoshop, Illustrator, Prezi, Tableau, SQL

Languages: Native English and Conversational Persian

Eligibility: US Citizen, Eligible to work in the US for internships and full-time with no restrictions