**[Social Media Software Development](https://www.postjobfree.com/resume/ad1eh5/social-media-software-washington-dc)**

**Location:**Washington, DC

**Posted:**November 23, 2023

**Contact Info:**

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**Resume:**

JAMES SALEM

Arlington, VA 22201, jsalem27@gmail.com 703-402-8522, Linkedin.com/in/james-salem

SUMMARY

Seasoned all-around professional team player seeking a position within the civil service to support the greater mission and serve my country. Accomplished proofreader and editor with extensive experience in public relations, legal support, and nonprofit management. In-depth media and communications knowledge for emerging media/social media topics, authoring articles on current events, congressional hearing reports and supporting fast-paced legal firms. Supported key clients while expanding client portfolio and streamlined documentation for agile research. Performed on-time on-budget translations and editorial support for major clients. Key project lead for streamlining archive management, databases and information sourcing supporting internal and external stakeholders. EDUCATION

● George Mason University,

Masters of Public Administration, December 2007

● Virginia Tech,

Bachelor of Arts, Double Major in Communication and English, May 2004 CERTIFICATIONS

● Correlation One

Honors Certificate in Software Development, November 2023

● General Assembly

Certificate of Digital Marketing, August 2022

SKILLS

● Technical: CSS, HTML, Javascript, GitHub, UI/UX Design

● Media: Media Monitoring, Media/Social Media Research EXPERIENCE

Correlation One, Remote July 2023 - Nov 2023

Software Development Fellow

● Participated in 17-week Software Development training with learning facilitated through Codio using Advanced HTML/CSS, UI/UX Design, and Javascript Frameworks

● Solved 15 case-based, business problems using real-world data for 15 projects Loyal Companion, Arlington, VA Nov 2021 - February 2023 Assistant Manager

■ Supervised and led team of 2 employees for 5 shifts, leading to weekly sales of $6,000

■ Oversaw shipment receipt and inventory of 6 large and 4 small weekly shipments of pet products

■ Disposed basement of expired products and cleared room resulting in $3,000 of fresh new products in 2 weeks QORVIS COMMUNICATIONS, Washington, DC August 2014 - April 2021 Senior Account Executive

■ Led editorial support to 3 major clients in fast-paced environment to ensure 100% article publishing on websites with full accuracy

■ Oversaw company expense reporting system of $5,000 monthly and approval routing

■ Streamlined communication materials resulting in 20% increased efficiency

■ Directed information interview with 50+ key subject matter experts for weekly internal company newsletter

■ Recruited and hired the critical position of Videographer/Digital Designer UNITED PALESTINIAN APPEAL, Washington, DC April 2009 – July 2014 Program Associate

■ Conducted outreach and acknowledgement communication efforts leading to 25% growth of donor database

■ Oversaw database of 5,000 donors with $500,000+ funds raised annually to support international development

■ Led project to reorganize 30+ years of archived files into new system for improved access, added efficiency, and ease of research

■ Collaborated with team of 4 to spearhead fundraising efforts to aid 20 refugee camps and towns/cities LAW OFFICES OF GEORGE SALEM Washington, DC July 2008 – March 2009 Legal Assistant

■ Performed editorial support during 36 congressional hearings and provided summaries to 5 Middle Eastern Corporate clients leading to business resolutions

■ Conducted daily article sweeps supporting clients’ needs for proactive media/social media research LEVICK STRATEGIC COMMUNICATIONS LLC, Washington, DC Jan 2008 – June 2008 Fellow

■ Drafted summaries and analyses of 4 congressional hearings and foreign affairs events on weekly basis

■ Managed 3 multiple international accounts for media monitoring and research focused topics on terrorism, financial source network and money laundering

■ Authored 10 key articles for rise of oil prices, women’s roles in foreign governments; Guantanamo; survivors of genocide in Africa and sovereign wealth funds

QORVIS COMMUNICATIONS, Washington, DC June 2007– Dec 2007 Intern

■ Researched dedicated topics on transportation, security, and campaign financing for 5 clients to analyze media perceptions

■ Administered support for focused project on women’s rights in Saudi Arabia AMERICAN ARAB ANTI-DISCRIMINATION COMMITTEE (ADC) Washington, DC March 2005 - Aug 2007 Legal Assistant

■ Evaluated 60 complaints of discrimination monthly and advocated for clients with appropriate law enforcement agencies

■ Obtained Egyptian film actor Omar Sharif as speaker and supported logistics for Annual Convention PUBLICATIONS

● Focus Washington, Russia Business Today, Global Ethical Banking VOLUNTEER

■ Walk to End AIDS

■ Supported coordination of events for military at Walter Reed Hospital

■ Transcribed video for United Nations Relief and Work Agency (UNRWA)