

Salwa Dameh

Freelance Business Skills Trainer and Consultant for Professionals

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Summary

Business, financial and languages training skills. Aligning data across content, by adding and unifying storage levels of data across production teams, to optimize production and quality. Data integration. Experience in employee motivation and production measurements across content. Dealing with data requirements and changes. Training of various location on new content. Member of ASQ (American Society for Quality). During the course of both my academic and work history, I have managed to add many scopes of experiences into my history, as well as developing the necessary skills and knowledge to perform various tasks related to so many different and diverse working tasks and levels. I have a 20+ years of experience in diversified fields and positions ranging from markets research to hedge funds, in managerial and consulting positions, dealing with major highly demanding clients. Currently member of the Quality Management Team of Thomson Reuters, performing duties of data quality checks, responding to clients queries, training and monitoring of global teams. CRM account and experience with training locally and internationally both face to face and virtually. As well as handling difficult client questions and taking up client calls from major accounts. Participating in major projects such as integrating data systems between various data sets. Participating in preparation of all staff training materials for as well as preparing and reviewing e-learning modules and end of course tests, as well as testing the new modules, working closely with training consultants for this purpose. Working as a freelancer locally and internationally, from 1997-uptodate, in the following fields: translations, interpretations, typing, private lessons, training & consultancy, all in several languages, by coordinating with other bilingual persons.

Experience

Freelance Business Skills Trainer for Professionals at My own company

January 2015 - Present (11 months)

Exchange Content Specialist at Thomson Reuters

2007 - January 2015 (8 years)

Automation ideas to reduce costs and increase quality. Aligning data across content. Content incentive plan among all data production teams. Data integration projects. Providing Corporate Actions data support for Europe, Middle East, North Africa, and Latin American markets. System integration lead. Specialists Forum chairperson. Corporate Actions Content Incentive Plan champion. Member of the Quality Management Team. Owner of Corporate Actions Global Support group. Performing duties related to data quality and support, training and support of global corporate actions teams. CRM account and experience with providing face to face and virtual training. Participating in data projects. Participating in preparation of all staff training

materials as well as preparing and reviewing e-learning modules and end of course tests, as well as testing the new modules, working closely with training consultants for this purpose.

Freelancer at My own

January 1997 - November 2012 (15 years 11 months)

Working as a freelancer locally and internationally, since 1997, in the following fields: translations, interpretation, typing, education, training & consultancy, all in 6 different languages, by coordinating with another 3 freelancers working as a team.

Due Diligence Analyst at Albourne Partners

June 2004 - November 2006 (2 years 6 months)

Dealing with US/Asia and European Hedge Funds, including those listed on S&P Indices. Monitoring news and updates related to hedge funds as well as running reports, setting up hedge fund profiles, and setting benchmarks for risk reports.

Marketing Manager at Omis Techno

October 2000 - October 2003 (3 years 1 month)

working on winning government tenders in the Middle East and North Africa region, in all kinds of supplies, from clothes to heavy equipment in construction, in addition to review of all commercial documents, letters of credit, and government authentications.

Head of Arabic Coding Department at MEMRB International

June 1992 - June 1998 (6 years 1 month)

Managing and training of the Arabic department (30 persons), handling various market research projects worldwide, supervising and training staff on handling market research projects with delicate major budgets.

Office Manager at Swift Shore

April 1992 - June 1992 (3 months)

handling the day-to day tasks of the office, in addition to promoting company's activities overseas.

Office Manager at Ardouna Printing & Publishing Company

February 1988 - February 1992 (4 years 1 month)

Editing of news related to the Middle East region, and organizing the final review to those printouts in addition to the daily activities of the office.

Test Scores

TOEFL

October 1991 Score:553

Courses

Courses of MBA, Combined Major Marketing & Management

Cyprus College	
Management Process	MG 637
International Business	IB 643
Leadership & Team Building	MG 663
Research Methods	MG 685
Organizational Behavior	P 619
Microeconomic Analysis	EC 603
Marketing Management	MK 641

High School, Sceince Department

Al Jeel Al Jadeed Private School
Islamic Education
Arabic Language
Foreign Language (English)
Mathematics
Physics
Chemistry
Biology

Exchange Content Specialist

Thomson Reuters
Air Crashes
Bonds
Brights
Commodities
Communicating for Results
Content Marketplace
Corporate Finance
CRM
Derivatives
Emotional Intelligence
Equities
Facilitation Skills
Financial Markets
Foreign Exchange
Hedge Funds
Islamic Banking & Finance
Money Markets

Corporate Actions Events
Excel Advance
Oracle Discoverer
Private Banking & Wealth Management
Private Equity
Problem Solving & Process Management Tools
Project Management
Swaps
Train the Trainer
Treasury Dealing Room Organization & Practices
Accounting
Analysing the Balance Sheet
Global Financial Crime

Languages

Arabic	(Native or bilingual proficiency)
English	(Full professional proficiency)
Greek	(Elementary proficiency)

Skills & Expertise

Market Data
CRM
Corporate Actions
Management
Market Research
Reference Data
Derivatives
Financial Markets
Project Management
Foreign Exchange
Equities
Fixed Income
Hedge Funds
Risk Assessment
Translation
Interpretation
Typing
Training Delivery
Consultation
Publishing
Science
Editing
Proofreading

Marketing
Business
Trading
Leadership
Bonds
Bright
Commodity
Communication Skills
Corporate Finance
Emotional Intelligence
Facilitations
Islamic Finance
Money Market
Microsoft Excel
Oracle Discoverer
Private Banking
Private Equity
Problem Solving
Swaps
Treasury
3000Xtra
Reuters Knowledge
DataScope Select
ASQ Member
Business Analysis
Team Management
Analysis

Education

Cyprus College

Courses of MBA, Combined Major Marketing & Management, 1987 - 1995

Activities and Societies: International Orientation Event

Al Jeel Al Jadeed Private School

High School, Science Department, 1976 - 1987

Activities and Societies: School Broadcasting

Interests

Reading, swimming, music, movies, dance, education, science, travelling, pets and animals.

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[Contact Salwa on LinkedIn](#)