

YACOUB G. BABOUN

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2014
Major: Finance
GPA: 3.82, Dean's List: Spring 2011 – Present

ACTIVITIES:

- Member, Delta Sigma Pi International Business Fraternity, 2010 – Present
- Member, Rugby Team of Siena College NY, 2011-2012

EXPERIENCE: GB INTERPRETATION, Philadelphia, PA February 2012 – Present
Professional Translator/Interpreter – Part Time

- Interpret English to Arabic and vice versa mostly for embassies, lawyers and doctors
- Interpretations included depositions, financial interpretations, medical and educational
- Translation of documents including government documents, legal documents and books

JACOB'S COMPUTER SERVICES, Philadelphia, PA May 2009 – Present
IT and Sales Expert - Part Time

- Negotiate deals with clients and prospective clients about network installations and system upgrades
- Use QuickBooks to track inflows and outflows to calculate net profit
- Perform software and hardware updates and upgrades
- Assist clients in using new software
- Advanced use of MS Office suite including MS Word, Excel, Access and PowerPoint
- Provide Linux and VMWare installation and assistance

FRED BEANS SUBARU, Doylestown, PA June 2013 – October 2013
Sales Consultant

- Set up meeting with prospects using a CRM (Customer Relationship Manager); over 3 meetings per day with prospects
- Assisted clients in understanding the product by learning their needs and finding the right product
- Used various computer programs such as Excel, to facilitate the process of a sale
- Used social media to promote events and find interested prospects

SKILLS & Language:

- Arabic – Fluent
- French – Moderate
- Russian – Beginner (reading and writing)
- 3-day intensive customer communications training