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## Soltana Saleh A. Binladen (preferred Soltana Saleh)

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|--------------------------------------|--|------------------------------|-----------|
| <b>Objective</b>                     | Seeking an opportunity to work with your institution to contribute my knowledge of design, communication management and multi-cultural work settings.  |                              |           |
| <b>Education</b>                     | Emerson College<br>Boston, USA   | Communication Management, MA | 2008-2010 |
|                                      | Dar AL Hekma College<br>Jeddah, KSA  | Interior Design, BA          | 1999-2004 |
|                                      | <b>Note:</b> at Dar Al Hekma College the medium of studies was in English.   |                              |           |
|                                      | Dar AL Hanan<br>Jeddah, KSA  | High School Degree           | 1984-1999 |
| <b>Languages</b>                     | Arabic: Mother tongue<br>English: Near-Native; the medium of studies<br>French: Beginner<br>Turkish: Beginner  |                              |           |
| <b>Relevant Knowledge and Skills</b> | <ul style="list-style-type: none"><li>• Business negotiations and contracting; liaison skills</li><li>• Client needs analysis and ongoing client satisfaction throughout complex projects</li><li>• Project planning and ongoing management; consistently setting and meeting deadlines</li><li>• Space planning and design</li><li>• Supervision and management of construction and installations, including collegial collaboration</li><li>• Ongoing documentation and progress reporting</li></ul> |                              |           |
| <b>Visa Requirement</b>              | <u>No need for work sponsorship.</u> I am a US resident & I have a permanent residence visa that allows me to work legally in the US.  |                              |           |

## **Retail Experience**

**Company:** Target

**Position:** Seasonal Team Member in Consumables

**Year:** November 4<sup>th</sup> 2019-February 1<sup>st</sup> 2020  
March 15<sup>th</sup> 2020-July 4<sup>th</sup> 2020

**Location:** Sarasota, FL

**Company:** Godiva

**Position:** Seasonal Chocolatier

**Year:** November 7<sup>th</sup>-December 12<sup>th</sup>

**Location:** Sarasota, FL

## **Office Experience**

**Company:** Contract Furniture INC.

**Position:** Interior Designer

**Year:** January 2<sup>nd</sup> 2019-July 30<sup>th</sup> 2019

**Location:** Tampa, FL

## **International Office Experience**

**Company:** Hoshan Furniture (Herman Miller authorized representative)

**Position:** Key Account Manager-Selling Office Furniture

**Year:** Feb. 2013- Aug. 2014 (18 months)

**Location:** Jeddah, KSA

**Company:** Oxford University Press (OUP)

**Position:** Marketing Communication Internship – Post my MA degree I completed an internship in OUP for Marketing Communication for Central Asia, Middle East and North Africa (CAMENA)

**Year:** W. 2011-Sp.2011

**Location:** Istanbul, Turkey

**Company:** Harasani Architects

**Position:** Interior Design-Fabric & Furniture selections & Lobby Design

**Year:** 2004-2005

**Location:** Jeddah, KSA

**Company:** Chamber of Commerce & industry

**Position:** Administration / Summer Job

**Year:** Summer 2000 & Summer 2001

**Location:** Jeddah, KSA

**Company:** Dar AL Hekma College

**Position:** Administration / Summer Job

**Year:** Summer 1999

**Location:** Jeddah, KSA

## **Freelancing Experience**

**Project:** King Abdullah University for Science & Technology (KAUST)  
**Service:** INTERIOR DESIGN/SALES-FURNITURE SUPPLY & INSTALLATION  
Secured the contract & completed the project.  
**Year:** Fall 2016-Win. 2016  
**Location:** Thwwal, KSA

**Project: Pastel Bakery**  
**Service:** Interior Design & Site Supervision  
Secured the contract & completed the project.  
**Year:** Sp. 2015-Su.2015  
**Location:** Jeddah, KSA

**Project: SIEMENS Head Offices**  
**Service:** Interior Design & Management  
Secured the contract & completed it.  
**Year:** Sum.2007-W.2007  
**Location:** Jeddah, KSA

**Project: Amiantit Group**  
**Services:** Interior Design & Site Supervision  
Secured the contract & completed the project.  
**Year:** W.2005-Sp. 2006  
**Location:** Jeddah, KSA

## **Computer Skills**

Word Processing, Excel, PowerPoint, Windows Media Player, Auto CAD, Adobe Photoshop, Adobe illustrator, Microstation, CAP 20/20