

C.V

Personal Details:

Name: Reem Ismail Hamed.

Date of Birth: 26-10-1981

Place of Birth: Saudi Arabia (Dammam).

Marital Status: Single.

Nationality: Jordanian.

Address: Amman \ Al-Rabiaeh

Mobile: +962-79-0075395

E-Mail: hamedreem9@gmail.com or reemhamed20@outlook.com

Career Objective:

My objective is to utilize my knowledge in the interest of your company.

Educations:

*2007 - Petra University - Jordan
Bachelors Degree in English Literature.

*2007 – Ministry of Higher Education – Jordan.
Profession Certificate in English Literature.

*2003 – American Institute for Management and Technology - Jordan
Diploma in Executive Secretary and Management Office.

*2003 – Al-Balqa Applied University - Jordan
Comprehensive Certificate in English Language.

*2002 – Queen Alia College - Jordan
Diploma in English Language.

Courses:

*2013-Amman Chamber of Commerce.
Course in (Strategic Planning & Management).

*2011-Amman Chamber of Commerce.
Course in (Human Resources Management for Non-Professionals).

*2011-Amman Chamber of Commerce.
Course in (Change Management in Business).

*2010-Amman Chamber of Commerce.

Course in (Strategic Planning & Drawing up Working Programs).

*2009- California Academy.

Graphic Design (Photoshop – CorelDraw – Illustrator)

*2008- PC.Net center

ICDL (International Computer Driving License Certificate).

*2004 – TOYC Conference “TEACHER OF YOUNG CHILDREN “in Dhahran, S.A.

Course in “Building Blocks of Self-Esteem “and participated in activities designed to enhance the teaching of young children.

*2003 – University of Jordan

Training course in Executive Secretary and Technological Management office.

Work Experience:

*2019 – Until Now \ Part Time - Hawwaz for Educational Production.

- **Position: Business Development Consultant**

*2016 – Until Now \ Part time – Topaz International for Business Solutions.

- **Positing: Training & Business Development Manager.**

*2010 - 2016 \ Private Business - Al-Haramaien for Training & Consulting Center.

- **Positing: Executive Manager.**

*2009- European Union.

- **Position: Director of Training Projects.**

*2007- September 2008 - ESTA Center for training & consulting (Amman- Jordan)

-**Position: Public Relations Manager.**

My Responsibilities:

- Office management activities
- Arranging for Workshops and Event Management
- E-Marketing
- Accounting

- Internet Search.
- Translation.

My clients:

- All government ministries like (ministry of Justice –ministry of communication- ministry of environment...atc)
- European Union.
- USAID
- Private sector (companies – universities)

*2005 – Rawad Al-Mustaqbil School (Al- Khobar – Saudi Arabia)

-Position: English Teacher.

*2004 – Al-salaam Private School (Al-Khobar- Saudi Arabia)

-Position: Assistant to the supervisor of the English department/ English Teacher.

Skills:

MS Office

Internet

Typing (English – Arabic) Excellent

Languages:

Fluent English (Speaking – Writing)

Arabic (Native Speaker)

Other Skills:

*well-developed communication skills, organized and coordinated.

*self-motivated and dependable.

*working under pressure.

*having strong personality.

Interests:

Reading – Traveling