

ABRIDGED TITLE

# Learning Report for Independent Studies

ACTIVITY?

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(Learning report)

**Abstract**—In this report, I will describe the learning report that have been done by myself during the working with international Commission on Missing Persons (ICMP).

INADVERT ABSTRACT

**Index Terms**—Independent Studies, L<sup>A</sup>T<sub>E</sub>X, paper, template.

## 1 INTRODUCTION

**T**HIS In this report, I will describe the learning report that have been done by myself during the working with international Commission on Missing Persons (ICMP).

## 2 PREPARING FOR INTERVIEW

When there was a new vacancy for new jobs I was keep attention to the evaluation process for others when they were applying for different jobs at ICMP, I have noticed writing a good Curriculum Vitae (CV), headlines exactly the area of your experiences is the key essential to be short listed for interview.

The interview prior of getting the job the person who seeks to be an employee, he has to explain the area of his experiences in very clear way the things that he already knows and his willing to learn the new skills due of his duty in case he got accepted, the other key essential person have to dress well that in a way that suits the new job in order to give a positive first image about the person.

The main important factor to be accepted in my opinion to study the job vancancy and prepare very well for it.

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COURSE ??  
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## 3 APPROVING SKILL

Working at Forensic Science Department/ Identification Coordination Division (FSD/ICD). In the position of Data Entry Clerk(FSD/ICD), the training program began with qualified people (trainers and instructors) who were giving me prior of the job intensive classes to be qualified after the training classes I got awarded by an official certificate.

### 3.1 Handling Daily Data Entry Tasks

Entering the data about missing persons is very sensitive and it requires careful attentions and performing it in efficient way by following the standard operation procedure (SoP) of ICMP.

Tasks and Skills:

- 1) Cooperating with colleagues and other teams to perform duties.
- 2) Daily meetings with supervisor to make strategies plan for the work.
- 3) Report and send official emails about daily performance of the work to the supervisor and other departments.
- 4) Organizing my time, so I can enter more official data about missing persons in such efficient way.
- 5) Learn how to check, review and correct the sensitive information in database in (SoP).
- 6) Phone call conversations with logistic departments due of the capability of speak-

	LEARNING					DOCUMENT						
	CONTEXT x2	SKILLS x1	REFLECT x4	S+C x1	SCORE	Structure x0.25	Ortogr. x0.25	Gramm. x0.25	Format x0.25	Title x0.5	Filename x0.5	SCORE
(1.0) Excelent												
(0.8) Very Good												
(0.6) Good												
(0.4) Fair												
(0.2) Weak												
	1.2	0.8	2.4	0.7	5.1	0.13	0.2	0.13	0.15	0.0	0.0	0.61

ing the three official languages (English, Kurdish and Arabic).

#### 4 SUPPORTING CONFERENCES

During the conferences that held by ICMP, I understood the meaning of team work and how much it is important to cooperate between team colleagues to lead into fortunate results.

#### 5 SEARCH FOR THE REQUIRED SKILLS

Working with professional colleagues at the International Commission on Missing Persons (ICMP) I have noticed many people were applying and seeking to get a job at ICMP, many of them had B.Sc., M.Sc. and other different certificates, the interesting part of it that in order to the jobs that you want is keeping attention on the experience that this jobs needs.

The certificate degree is important but what is more important how you can be useful with your experiences due the study you got and try to think about how come you can be useful in real working environment in other term "How come I can convert my study (experience) to be useful in real working environment?"

#### 6 CONCLUSION

During working with ICMP I was helpful to the team and the cause of the organization which was purely humanitarian; by giving my personal recommendations and suggestions and that was achieved through continuing developing myself at the daily basis job. Those reasons and through my experience and degree made me proud of myself because I was as a part of a team target to help people to reduce their pain of losing a beloved persons from their life and try to put a spot in this huge area that are missing.

"Feeling of importance of the case and greatness of my work were always keep me to do my best"

Also myself and other colleagues at the period of work we knew if the Iraqi authorities were a bit helping us to provide us with necessary date and information we could succeed to solve many cases.

The Iraqi Missing Persons needs many years it can goes for decades to solve all the missing cases but the ongoing conflicts in Iraq made the situation more difficult and daily new missing people unfortunately that was very sad but it keep give us to do our best.

Looking at those families when they were speaking about their beloved missing persons was very hard and full of emotions that was a kind of experience that made me to perform my job duties as much as I am able to.

I can say that ICMP had changed my way of thinking: how science and be useful in helping people! How can I help people ? Why I need to study? And finally I should never give up even i know there is no way I can make it.

#### REFERENCES

[1] [www.ic-mp.org](http://www.ic-mp.org)

Should start with a summary of the subject addressed

## APPENDIX AWARDED CERTIFICATE

