



# JIHENE TOUHAMI

## CONTACT

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## CORE QUALIFICATIONS

- Literature reviews
- Data entry
- Critical thinking
- Excellent organisation
- Effective communication skills
- Working autonomously
- Advising skills
- Writing coursework
- Quality education
- Proofreading and editing
- Literature analysis
- Grammar principles
- Leadership
- Adaptation
- Resourcefulness
- Marketing
- Public Relations
- Etc...

## PROFESSIONAL SUMMARY

Established company targets based on previous performance and predicted forecasts. Professional, rigorous and creative. My ability to adapt makes me able to Work in many environments. Passionate in particular about Art, Ancient Languages, Computer Science, Artificial intelligence, Business, monument Etc... I am today ready to put my dynamism my determination and my Enthusiasm at the service of Humanity.

## EXPERIENCE

### **Student Researcher Minister of education, 09/2023 - Current**

- Tunisia, Hammamet
- Attended interviews and transcribed interviewees answers
- Successfully obtained all information required to carry out [Type] projects by conducting literature reviews, including online and library reviewing
- Attended meetings with project lead to obtain an understanding of key project requirements and priorities
- Maintained extensive record taking and reporting using software
- Attended meetings with project lead to obtain understanding of key project requirements and priorities
- Conducted in-depth literature reviews to establish an understanding of current research in literature, linguistics, business fields.

### **Vice-President President of The, 09/2022 - Current**

- Martial Arts Association in Hammamet
- Tunisia, Hammamet
- Set ambitious expectations for operations and established pathways to accomplishing goals
- Authorised use of teams and materials for specific departments and projects
- Reviewed reports, recommendations and requests from subordinate leadership
- Kept organisation in compliance with regulations and internal requirements.

# INTERESTS

- Sports
- Computer science ( coding, cybersecurity, web developer etc...)
- Translation
- Languages ( even the dead languages)
- Astronomy
- Drawing
- Robotics
- Architecture
- Trading
- Archeology
- Civilization (all cultures)

# LANGUAGES



## Web Developer, 01/2024 - 01/2024

### Business Matters International - Hammamet, Tunisia

- Built reusable code to utilise for other projects and to minimise costs.
- Handled special projects designated by senior developer.
- Wrote and created codes and programmes to infuse power for databases and servers.

## Sales Manager, 10/2023 - 01/2024

### Business Matters International - Hammamet, Tunisia

- Created professional sales presentations to creatively communicate product quality and market comparisons.
- Resolved complaints by exchanging merchandise, refunding money and adjusting bills to achieve customer retention.
- Educated customers on available processes and services.
- Liaised with potential customers to determine needs and provide recommendations.
- Forecasted product sales and achieved quarterly and annual sales objectives.
- Planned and executed promotional in store events to increase business and sales revenues.
- Maintained friendly and professional customer interactions.
- Created surveys to gather customer feedback and inform sales strategies.

## Kickboxing Referee , 12/2023 - I currently work here

### Tunisian Federation of Kick Thai Boxing - Hammamet, Tunisia

- Successfully managed multidisciplinary teams of match officials, providing clear verbal communication at each match.
- Verified safe game environment, checking player uniforms and equipment to confirm compliance with safety rules.
- Worked with video replay officials to judge complex infractions.
- Provided positive role model to players, coaches and fellow officials by demonstrating good sportsmanship and officiating consistently.
- Checked sports equipment and players to confirm all teams played within event regulations.
- Started and stopped gameplay, directing timekeeper to start and stop clock as needed.
- Implemented risk reduction measures and provided first aid care in emergency situations.
- Verified scores and statistics, working with other sports officials to confirm calculations ahead of announcing results.
- Maintained strong communication skills to explain rulings to coaches and players.
- Participated in variety of sporting events, games and competitions, maintaining game rules and regulations.
- Maintained up-to-date knowledge of rules and regulations governing sport, reviewing rule book annually.

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**Boxing Coach, 10/2023** - I currently work here

**Association of Martial Arts Manart Hammamet** - Hammamet, Tunisia

- Provided students with innovative and challenging exercises, keeping engagement and motivation high.
- Kept up-to-date with latest boxing, fitness and motivational techniques to provide best teaching services.
- Contacted parents of players to provide information and answer questions.
- Assisted in arranging local fixtures or friendly matches to help members test skills in real competitions.
- Offered training and nutritional advice to prepare athletes for games.
- Planned and directed physical conditioning programmes to enable athletes achieve maximum performance.
- Carried out regular fitness and boxing assessments on students to determine current level and areas for improvement.
- Conducted boxing demonstrations for students, showing performance, punching and force requirements.

## EDUCATION

**Bachelor of Arts:** fundamental degree in English language, literature and civilization, 2023

**institute of languages of Nabeul** - Hammamet , Tunisia , Tunisia