

Work Experience

Human resources and support services officer /// 2021 -> 2023.

~~~~~

Darling for medical supplies , Aqaba , Jordan.

Human resources and support services officer /// 2019 -> 2021

~Sēā Star co. , Aqaba , Jordan.

Supervisor occupation safety health, Translation and coordination and preparation of publications Facebook /// 2016

Janna Spa, Aqaba, Jordan.

Teacher /// 2012 ->2013

Math teacher, Alashra secondary for girls school, Aqaba, Jordan.

Data entry /// 2011 ->2012

Bills and customer services department and on mobile machine, Electricity Distribution Company, Aqaba, Jordan.

Data entry /// 2011 ->2013

Insert student data and print certificates courses department and volunteer, Injaz, Aqaba

Data entry /// 2008 ->2009

Al-Hussein Bin Talal University, Maan, Jordan

# LICENSES/CERTIFICATION

- asp.net , AL-Hussein Bin Talal University , 2011
- Maharat Program (an initiative of tatweer project ,funded by USAID ) at the BDC Aqaba June 2011, Customer Relationship Management.  
Participated in 100 hours of intensive training in communication skills ,team building , time management ,presentation skills ,stress management ,negotiation skills ,interview and CV writing skills ,business writing ,CRM skills.
- English Conversation level (1) ,Aqaba Training , June 05th – June 30th ,2011
- Graphic Design , Aqaba Training , 2012
- Supervisor occupational safety health, Jordanian pulse Academy, January 26th – march 26th ,2016
- First aid, Jordanian pulse Academy, April 18th –April 21th ,2016
- Theoretical course safety in the oil and gas fields, Jordanian pulse Academy, May 22th – May 26th,2016
- CPR, Jordanian pulse Academy, May 22th – May 26th,2016
- Social Media Training, Jordan Inbound Tour Operators Association ,June 4th&5th ,2016
- ICDL , Idarak ,February ,2020
- Emotional Smartness, Idarak ,March 18th ,2020
- Emotional intelligence and society , Idarak , May 28th,2020
- Advanced Excel skills ,Idarak, April 10th,2021
- Principles of human resource management, Idarak , Dec 12th ,2021
- Accounting for non-accountants, Idarak, Dec ,7th ,2021

# Maryana Alhawamdah

Jordan – Aqaba –AL\_Kwait Street

Tel: 0795053882

Email: maryana.alhawamdah8@gmail.com

## Profile

D.O.B : 13.4.2021

Marital status : Single

Nationality : Jordan

## Language

Arabic (writing, reading) ● ● ● ● ●

English (writing, reading) ● ● ● ● ●

## OBJECTIVE

Complete the graduate studies and gain experience in the practical field and access to higher positions

## Skills

Computer skills: ● ● ● ● ●

Team building skills: ● ● ● ● ●

Graphic Design : ● ● ● ● ●

Presentation skills: ● ● ● ● ●

Communication skills: ● ● ● ● ●

Leadership skills: ● ● ● ● ●

## Education

Al-Hussein Bin Talal University, College of Information Technology.

Bachelor of software Engineering 2007 – 2011

- Relevant Academic Projects: Expert System For Student Problem solving.