

Rawan Awwad Abu Hammad

8th Resident Area - Aqaba - Jordan

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Autography Note:

Rawan Awwad Abu Hammad is a secretary in Aqaba Special Economic Zone Authority (ASEZA).

I hold Bachelor degree in Software Engineering from Al Hussein Bin Talal University in (2010 -2011).

During My Bachelor study in summer semester I trained in Aqaba Special Economic Zone Authority (ASEZA) in IT department.

Education:

- **Software Engineering** ,Bachelor (2010 -2011) Al -Hussein Bin Talal

I high light some Bachelor course:

Software Design and Implementing, in this course I have studied Methodology, Approaches and technique associated with software requirements analysis and definition .

- Al shamla secondary school ,Aqaba, Jordan scientific (2006-2007).

Certification and Qualification:

- Certificate of The comprehensive Training Course in English Language (180 Hours).
- Certificate of Social Security System, Code of Conduct and Ethics, Communication Skills(20 Hours).
- Certificate of (ICDL), AL Balqa' university delivered from 30\6\2010 to 16\8\2010.

- Customer Service Skills, Maharat program in ATC delivered from 12\3\2012 To 28/3/2012

Work Experience:

- **Logistics Coordinator** in the Operations Department (1/9/2021-31/12/2021) in Nafith Logistics Services Company.
- **Secretary and data entry** in the Financial Affairs Directorate(20/10/2019 -31/12/2020) in Aqaba Special Economic Zone Authority (ASEZA)
 - Creation and archive the document .
 - Receive and distribute mail to department .
 - Arrange and organize file .
- **Administration Assistant, technical Support Filling and Archiving** in IT Department (17/4/2016- 17/11/2016) in Aqaba Development Corporation.
- **Volunteer at the Employment and Training Directorate** (3/2/2019- 3/5/2019) in Aqaba Special Economic Zone Authority (ASEZA).

Languages:

- **Arabic language** (mother language)
I master a standardised Arabic both in writing and speaking .
- **English language** ,intermediate English.