



Dalia Awawdeh

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EXPERIENCE

Front-End Developer

Devoyard

Amman, Jordan

February 2019 – February 2020

- Built front-end for the applications using React, HTML5, CSS, JavaScript, jQuery and Bootstrap.
- Involved in designing and developing the web pages using HTML, CSS, JavaScript, Bootstrap, React.js.
- Implemented client-side Interface using ReactJS.
- Worked with Senior Developers to write code from scratch for clients.
- Worked with Back-End Developers to edit existing projects on certain client websites.
- Participated on weekly Tech team meetings to discuss current and future projects and strategies on how to produce efficient work.
- Edit existing code to improve browser compatibility and mobile responsiveness.

EDUCATION

*Bachelor's degree (B.S.),
Jordan University of Science
and Technology, 2016.*

in Computer Information System.

PROGRAMMING LANGUAGES & FRAMEWORKS

HTML5

CSS3

XML

JavaScript

jQuery

Bootstrap

NodeJS

ReactJS

JAVA

SQL



Technical Livelihoods Assistant,
Norwegian Refugee Council

Irbid

February 2019 – February 2020

- Support in the CFW recruitment process by leading the advertisement phase, collecting applications and attend interviews.
- Register's beneficiaries interested in the project through the registration tools while ensuring the process and selection criteria are transparent to all beneficiaries.
- Respects Data Protection Policies while collecting beneficiary information.
- Assist in the recruitment process, including shortlisting, contacting candidates & organizing tests & interviews, updating recruitment trackers and ensuring proper filing of recruitment records.
- Ensure proper entry of beneficiaries' information on database and concerned sheets.
- Manage the selection process of CFW labors.
- Manage beneficiary cases and conduct needed referrals.
- Provide training and inductions for hired workers, and refresher trainings where necessary for existing workers on their roles and responsibilities, transparency and equality and mechanisms for which to report protection issues, or any updates on the SOPs.
- Train new staff and monitor their progress.
- Follow up on the workers attendance and working hours and updating their information.
- Responding to inquiries via emails and calls.
- Obtain feedback from workers and staff and report noted incidents and trends in additional to drafting monthly reports about the activity.
- Resolves conflicts that may arise with laborers concerning payment, performance and working hours.

SKILLS

- Excellent organizational and archiving skills.
 - Multitasking skills.
 - Time management skills.
 - Ability to work within a team and multicultural context.
 - Excellent interpersonal, and communication skills. • Ability to work independently and accurately in a fast-paced environment.
 - Problem-solving skills.
 - Strong relationship management skills.
 - Computer skills: Excellent (Excel, PowerPoint, Word, and MS Publisher).
 - Language skills: English: Very good, Arabic: Native speaker
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TRAININGS

- HTML, Udemy 2019
 - CSS, Udemy 2019
 - JavaScript, Udemy 2019
 - Communication Skills Course, King Abdallah Fund for Development, (JUST), 2012.
 - Employability Course, King Abdallah Fund for Development, (JUST), 2012.
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Languages

English

Arabic



- Directly manage incentive labors doing various tasks within site.
- Track and maintain progress in line with the project timeline.

Social worker/ Field Coordinator,

World Food Program

Amman, Irbid, Mafraq, Za'tari camp and Al Azraq camp – November 2018 – January 2019.

- Communicate clear instructions to team members.
- Manage the flow of day-to-day operations.
- Create reports to update the management on the team's progress.
- Perform field visit to eligible households.
- Collect electronic data via VAF software.
- In addition to the below mentioned tasks.

REFERENCES

Available upon request.

Social worker,

World Food Program

Amman, Irbid, Mafraq, Za'tari camp and Al Azraq camp – July 2018 – November 2018.

- Perform field visit to eligible households.
- Identify cases eligible for services and refer beneficiaries to other service providers.
- Identify protection concerns in the field and refer them to UNHCR protection focal point.
- Create case profile for beneficiaries to monitor their situation.
- Outreaching beneficiaries and collect household data for surveys for baseline information.
- Conducting assessments.
- Inserting and updating beneficiaries' information.

IT Officer,

Hibat Al-Khair Ladies Charitable Society

Irbid, Jordan

March. 2016- December. 2016

- Accountable for configuration, repair, troubleshooting and installing operation systems.
- Responsible for recognizing and setting-up hearing and visual equipment.
- Maintain an updated IT Asset Registry, including software & licenses.
- Delivering lectures on ICDL, employability, communication skills, and Excel.



