

Dana Dwikat

Mobile: + 972- 595230097

Permanent Address: Nablus – Palestine

E-mail Address: dana.dweikat@gmail.com

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills and where I can utilize my skills and business studies background to the maximum.

Work experience &

- PADRRIF –Palestinian Agricultural Disaster Risk Reduction & Insurance Fund , Administrative Employee, from 1/9/2022 and continuous.
- Reyada Cooperative Society for Thyme and Honey, digital marketing ,from 1/10/2020 to 30/4/2021.

Education

Education

- Business administration Bachelor
AN-Najah National University 2016_2021 (GPA : 3).
- High School – Commercial sector
Al-Salahya Girls High School 2015_2016 (GPA:85).

Training Courses & Certificates

- Amideast,English level 4 (2022-2023).

- the continuing education unit at An -Najah National University gives training 30 hours in the IELTS exam preparation course (2022).
- certificate of completion from menacatalyst and giz (2021):
 - 1- digital marketing (96hrs)
 - 2- digital business communication (12hrs)
 - 3- Instagram Bootcamp(9hrs)
 - 4- business and market access(75hrs).
- jabalnar Club and ma'an development center give certificate of training 30 hours in the field of entrepreneurship and the basics of developing and managing entrepreneurial and profitable projects (2021).
- Stanford Training Center : (2020)
 - 1- Leadership Personality
 - 2- The Art of Etiquette
 - 3- c.v work Mechanism
 - 4-Marketing Course
 - 5- Public Relations Course
- Skills from Google and Injaz Al Arab Training Fundamentals of marketing by internet (2020).
- Jabalnar Club and Ma'an development center give certificate of training 30 hours in the field of developing life skills and entrepreneurial skills (2020).
- Nablus Municipality department trained at the customer services center to follow up on outgoing mail and records in addition to transactions and records responses of the various Municipal department, (2019).

volunteer work

- Jabalnar Club , Volunteer at summer camp for children that included education and awareness about environment, health, cultural, patriotic, art, and theater for three months (2022).

Interest & hobbies

- writer and I do Stand-up comedy.
- content creator , I manage multiple pages :
 - 1- <https://rb.gy/zki57q>
 - 2- <https://rb.gy/ox5w7c>
- I love to discuss marketing and business basic.

Skills

- **Computer skills:**
 - Using Different Computer programs (Microsoft office programs: Word, Excel, and PowerPoint.
- **Ability to teach**
- **Creativity.**
- **Interpersonal Skills.**
- **Critical Thinking.**
- **Problem Solving.**
- **Public Speaking.**
- **Teamwork Skills.**
- **Communication.**
- **Collaboration.**
- **Active Listening.**
- **Adaptability.**
- **Negotiation.**
- **Conflict Resolution.**
- **Customer Service.**
- **Decision Making.**
- **Leadership skills.**
- **Administrative skills.**

Languages

- Arabic (mother language) native.
- English (good writing, reading, speaking).

Why me?

- I am motivated and always on time , I love to interact with others and get things done !
- I finish the task that is handed to me
- I take initiative
- I have experience in project management

when I can work?

- every day from 6pm to 9 pm .

References

- Available Upon request