

# Renad Swindeh

## Contact

Jordanian  
Single  
DOB: 07/30/1998  
Amman, Jordan  
+962 79 851 04 99  
[renadswindeh@gmail.com](mailto:renadswindeh@gmail.com)

## Education

**(2024)**

The British Council; Jordan  
Intermediate Level  
English Language

**(2021)**

Institut français de Jordanie  
DIPLOME D'ETUDES EN LANGUE  
FRANÇAISE  
DELF B1

**(2016-2020)**

University of Jordan  
Amman  
Bachelor's Degree  
French Language & Literature

## Key Skills

organizational skills  
Effective Communication  
Presentation skills  
MS Office  
Analytical skills  
interpersonal skills  
Strategic thinking  
Time management  
Problem solving

## Objective

As a motivated and ambitious professional with 3 years of experience, I am seeking a challenging position where I can leverage my skills, contribute to organizational success, and continue to grow personally and professionally. I aim to further develop my expertise while gaining new experiences and advancing in a dynamic and growth-oriented environment

## Experience

**OCTOBER 2022 – FEBRUARY 2024**

**Lead Generator | Open Souq | Amman, Jordan**

- Consistently met or exceeded monthly sales targets through strong interpersonal and persuasive communication skills.
- Engaged potential customers via calls from marketing lists and referral programs, tailoring discussions to their specific needs.
- Prospected leads using social media, research techniques, and participation in networking events.
- Scheduled and facilitated sales appointments to present products and services, successfully converting qualified leads into customers.

**OCTOBER 2021 – SEPTEMBER 2022**

**Content Writer (Freelance) | Mawdoo3 Co. | Amman, Jordan**

- Produced engaging, high-quality content with exceptional writing, editing, and proofreading skills to ensure accuracy and clarity.
- Developed and delivered Creative and authentic content under tight deadlines, maintaining a visually impactful approach.
- Conducted thorough research on assigned topics to create informative and relevant materials.
- Supported content creation for various public-facing materials in a fast-paced, dynamic environment.

## Languages

Arabic (Native)

French (Fluent)

English (Excellent)

## Certificates

**(2018)**

Institut français de Jordanie

French Language

A1

**(2015)**

British Council

English Language

A3

## LinkedIn Profile

[Renad Swindeh | LinkedIn](#)

**JULY 2019 – SEPTEMBER 2021**

**Operation Support Officer | Umniah (Mahfazli) | Amman, Jordan**

- Customer Registration Management: Managed and updated customer registration tracking systems to ensure accuracy and efficiency.
- Cross-Departmental Support: Collaborated with multiple teams to address operational challenges, provide solutions, and maintain service excellence.
- Customer Experience Optimization: Supported efforts to improve customer journey by identifying bottlenecks and proposing practical solutions.
- Ensured smooth coordination between departments to maintain operational efficiency.