

Marwa Ibrahim Abu Hlaleh

Personal Information

- ❖ Nationality: Jordanian.
- ❖ Date of birth: 14 October 1992.
- ❖ Marital status: Single.
- ❖ Address: Jordan/Aqaba.
- ❖ Mobile Number: 0798489796/0799618250
- ❖ Email: marwa.abuhlaleh@outlook.com

Training and Work Experience

- ❖ Post: Administrative assistant
Organization: Sobeh Consulting Engineers
Project: Sea Market Project – Aqaba.
Duration: Apr, 2017 – Until now.
- ❖ Post: Administrative assistant –training-
Organization: Aqaba Development corporation
Duration: May, 2015 – Dec, 2015
- ❖ Post: supervisor computer lab –training-
Organization : The University of Jordan –Aqaba
Duration: November, 2014 -May, 2015
- ❖ Post: Help Desk and Maintenance –training-
Organization : Aqaba Special Economic Zone Authority
Duration: June, 2014 -July, 2014

Education

- ❖ Sep 2010 – June 2014
University of Jordan
B.Sc Degree in Computer Information Systems (CIS)
- ❖ 2010
High school in Management information systems terms stream.

Computer Skills

- ❖ Excellent Skills in using Microsoft Office Applications
- ❖ Excellent Skills in using the internet for research purposes.
- ❖ Web Page Design (HTML, CSS, Photoshop)

Personal Skills

- ❖ Excellent Communication Skills.
- ❖ Excellent Analytical Self & Time Management Skills.
- ❖ Ability to handle different tasks simultaneously.
- ❖ Energetic and Self Motivated.
- ❖ Excellent Relationship Building Skills.
- ❖ Ability to work effectively under pressure.
- ❖ Ability to work individually and as part of a team efficiently and effectively.
- ❖ Ability to self-study.

Courses

- ❖ Trainer of Trainers.
- ❖ English courses.
- ❖ Soft skills.
- ❖ Computer skills.
- ❖ Small Business Administration
- ❖ Debate

Languages

- ❖ Mother Tongue: Arabic.
- ❖ English: Very good.

Community Involvement

- ❖ Volunteer in All Jordan Youth Commission until now.
Duration: Jan, 2016 – Until now.
- ❖ Volunteer in Princess Basma Community Development Center.
Duration: Jan, 2016 – Until now.
- ❖ Volunteer in Jordan River Foundation.
Duration: Jan, 2016 – Until now.

➤ *Any document you want and need to be ready when demand*