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EXECUTIVE SUMMARY

I'm the youth program coordinator, and I have enough experience to coordinate programs, whereas the tasks I perform under this position are training and facilitating courses and training in addition to working on the database very well, as this was praised by officials through the periodic evaluation, , And I have strong experience in managing the team and organizing tasks on the team in an organized manner.

Personal Information

Address : Al-Mafraq - Jordan Email : <u>Hadeel.sshawaqfeh@gmail.com</u> Gender: Female No. phone : +962798033767 social status : Single Date of Birth : 14 November, 1995 Hobbies: Reading, photography and Drawing. Nationality : Jordanian

ACHIEVNMENT

- 530 students came out from Ana Ushrek program at Al-albayt university.

 Manage four advocacy campaigns at Al-albayt university.

- Getting The Third Position in the projects presented in the 14th Youth and Technology Conference, titled Equality Beginning with the Family.

Hadeel Shawaqfeh

QUALIFICATIONS

- **M.A** of **psychological Counselling**, Yarmouk university, Study Now.

- **B.A** of **psychological counselling**, Hashemite university, Class of 2017, GPA: **4.62 (Excellence)**.

- General Secondary Certificate, Mafraq Secondary School for Girls, GPA: 84.6.

EXPERIENCE

- Youth program coordinator at National Democratic Institute NDI.

- Volunteer Trainer with Injaz foundation.

- Former Trainer at **Maharati** project with Generation for peace **GFP**, Ministry of Youth and **UNICEF**.

-Former Trainer at Aman Tributaries for Training & Social Responsibility.

- Active Volunteer at Mafraq youth center.

- **Owner** of The Psychological Renaissance Initiative which aims to help. Jordanians and Syrians to face psychological stress.

- Volunteer at Royal Scientific Society, with **AYYD** project.
- Volunteer at AJYC.
- Volunteer at Royal Society of Films.

- Former member at community development committee with **USAID**.

- **Two years** of experience in volunteering, initiatives, social work and advocacy and gain support campaigns.

COURSES

- Participation in the 1**4th regional Youth and Technology conference** with Solidarity is Global Institute (SIGI)

- Media Education course with (AJYC) and (KAFD).
- **Fighting extremism and terrorism** course with The Jordanian Center for Fighting Intellectual Extremism.
- Management of emotions and anger with (ATTSR).
- Psychology skills in the design of teaching aids course with (ATTSR).
- Media education course with Jordan media Institute with Giz.
- First Aid and Injection with (ATTSR).
- Curriculum vitae and interview basics with (ATTSR).

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Hadeel Shawaqfeh

COURSES

- Management of small and medium projects with AJYC.

- **Professional Diploma** Training of Trainers (**TOT**) with American Canadian board for professional training.

- Entrepreneurship course with UNDP.
- Life skills course with UNDP.
- Communications skills course with **UNDP**.
- Usharek Plus program with NDI.
- ANA Usharek course with NDI.

SKILLS

- COMPUTER SKILLS :

Microsoft office, Adobe Photoshop, Infographic programs,

- OTHERS :

Printing skills quickly, Data entry, Use Emails and Drive professionally.

- LANGUAGES :

Arabic : Mother Tongue. English : Excellent.

PERSONAL CHARACTERISTICS

1. Able to work in group or individually according to the job requirements.

2. Able to demonstrate excellent attention to detail, organization, and time management.

3. Interactive and fast enough to learn new technologies and Sciences.

4. Highly organized and enthusiastic; able to prioritize effectively to accomplish multiple tasks under pressure.

5. Able to effectively communicate and negotiate with all types of people.

6. Able to work under pressure and achieve set targets by being a self-motivated team player.

7. Able to take responsibility given.