Razan Al-Saleem

Engineer



I am a very dependable, respectful and goals-oriented, with positive attitude, selfmotivation and discipline. Eager to learn and develop skill set & knowledge, adaptable and practical. I love to work with team, and I respect the goals and ask for the development of my work for the better and I have the ability to learn quickly. It would be a great pleasure to work in the humanitarian sector which encourages me to learn more, give more, and develop my skills. I have the enthusiasm and dedication to work in such fields which will contribute to develop further my communication, teamwork and interviewing with a solid understanding of both international and local law for the sake of assisting persons of concern.

28 years old

razan_tlalan94@yahoo.com
+962797023091
Jordan
Resume created on DoYouBuzz

EXPERIENCES

Part Time Lecturer

Jadara University - Since 2023

- Developed and delivered engaging lectures to undergraduate students
- Created and wrote course materials, including but not limited to, syllabi, handouts, classwork and homework assignments
- > Planned, evaluated, and revised course content and course materials

Social Media Specialist

Royal Moon Resort - 2021 to 2022

- Building and executing social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification.
- Generating, editing, publishing and sharing daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action.
- Creating Videos content highlighting various job responsibilities.

Supervisor

Royal Moon Resort - Since July 2021

monitoring the staff and draft analytical monthly narrative reports on the progress, accomplishments, challenges, lessons learned etc.

Volunteer

Tamkeen for Legal Aid and Human Rights - January 2021 to May 2021

Activities volunteer at reducing and reducing child labor in hazardous sectors project in Jordan to enable legal aid and human rights.

Trainer

DVV International - June 2020 to November 2020

Facilitator at DVV for 6 month.

Trainer

German Association for Adult Education, ALMafraq - February 2020 to May 2020

Facilitator of activities in the green infrastructure project at the German Association for Adult Education.

Trainer

Jordanian Hashemite Fund Nation, ALMafraq - May 2019 to August 2019

Basic life skills trainer in the Jordanian Hashemite Fund -Nation Service Program.

Trainer

international medical corps - February 2019 to April 2019

Facilitating life skills at the international medical corps (IMC).

E-government services

Ministry of Communications and Information Technology - February 2018 to December 2018

Worked for 11 month on Ministry of Communications and Information Technology about E-government services.

EDUCATION

Master HASHEMITE UNIVERSITY July 2020 Software Engineering

Bachelor

HASHEMITE UNIVERSITY

July 2017

Computer Science and Application

Courses and Certificates

- Applied a research at international Journal of Advanced Trends in Computer Science and Engineering about "Software Effort Classification with Multilayer Perceptron Neural Networks was applied & accepted at the IJATCSE - March 2020 to April 2020
- Training course of Full Stack Development Track at 1 Million Jordanian Coders Initiative -May 2021
- Internationally certified trainer from the British Institute of Leadership and Management of London (ILM) August 2020
- A self-motivation Course held at the Emara Academy April 2021
- Psychosocial support training with the Noor Al Hussein Foundation and the GIZ By 30 hours of training - Feb 2020
- Training courses on communication skills at work at the hashemite University Feb 2017
- Training course at superior's innovation center in Object-orientation using java March 2016

SKILLS

Management at work

•	Handling responsibilities and duties in a high level of proficiency.	* * * * ☆
►	High level of creativity in solving problems.	★★★☆☆
►	Team worker.	★★★☆☆
►	Able to be productive as individual as well as a team member.	★ ★ ★ ☆ ☆
►	Ability to communicate at all levels and good human relations.	★ ★ ★ ☆ ☆
►	Self motivated.	★★★☆☆
•	Excellent ability to conduct researchers.	★★☆☆☆
۲	Good communication skills to liaise effectively with referral organizations.	★★★☆☆
•	Flexible work attitude: the ability to travel to challenging environments and work under difficult circumstances.	★★★☆☆
•	Ability to handle tasks efficiency and punctual manner.	★★★☆☆
•	Competent in all Microsoft Office packages.	★★★★☆

• Excellent web based research skills.

Life skills coach at Queen Zein Al Sharaf Association for Development for 6 months

- Application of pre-evaluation and job evaluation to beneficiaries
- Preparation of training materials
- Facilitating the sessions
- Refer beneficiaries according to their choice (vocational training, entrepreneurship training, community initiatives training)
- Follow-up of training beneficiaries
- Logistics procurement for small-scale projects and initiatives for beneficiaries
- Data Entry
- Preparation of reports