**CURRICULUM VITAE**

**FATMA ABED**

**Contact details** Address: Schools Street, Abassan, Khan Younis, Gaza

Mobile: +(970) 599-901699

E-mail: eng.fatmaalqarra@gmail.com

**Personal data** Date of birth: 29/05/1989

Nationality: Palestinian

**Education** **Qualifications**

2007\_2012 Al Azhar University BA, Computer & Communication Engineering (87.22%)

2004\_2006 Al Khansa Senior High School Certificate of Secondary Education (94.5%)

**Experience**

**Freelance Websites – Online Work**

1/04/2014-Until now Freelancer Working in Data Entry and Translation

**Various Sites and Blogs – Online Work**

1/01/2014-Until now Volunteer Typing and Editing Content and Subtitles

**The Ministry Of High Education - Gaza**

16/09/2012-15/02/2014 Employee (Temporary Contract) Working in the Department of Computer Networks

**Al-Azhar University (Studies College**) 21/07/2011-23/08/2011 Trainee Working in the IT Department, registration and reception of new students (Data Entry)

**Palestinian Cellular Communications Company (Jawwal)**  
 10/07/2011-20/07/2011 Trainee Training in the Engineering Department

**Information and Communication Center**  
 1/07/2011-13/08/2011 Trainee Working in the field of Computer Maintenance

Fast printing in both Arabic and English Languages

Experience in dealing with Computer Programs (Microsoft Office)

Experience in the Preparation and Writing Reports

Experience in Data Entry for more than 5 years

**Certificates and Training Courses**

# 2014 Certificate of training in Workplace Success (50Hrs)

# 2014 Certificate of course WordPress Templates Customization (30Hrs)

# 2014 Certificate of program TEAMSTART “Empowering Women Through Technology Entrepreneurship” (80Hrs)

# 2013 Certificate of course Mobile Development “iOS (iPhone)” (90Hrs)

# 2013 Certificate of course Network and Technical Support (70Hrs)

# 2013 Certificate of course Intermediate English level 9 (30Hrs)

# 2013 Certificate of course Conversation 1 (30Hrs)

# 2011 Certificate of course MCITP: CertifiedMicrosoft Certified IT Professional (40Hrs)

# 2011 Certificate of course CWNA: Certified Wireless Network Administrator (60Hrs)

# 2010 Certificate of course CCNA: Cisco Certified Network Associate (80Hrs)

# 2010 Certificate of course TOT: Training of Trainers in projects management (18Hrs)

# And many other certificates

**Other Activities**

Member of the IEEE

2012 Graduation Project "Automated Guided Vehicle AGV"

2012 Participation in the Competition Made in Palestine

2012 Participation in the first Exhibition of Excellence in Engineering and Information Technology at the Al-Azhar University

2012 Participation in the Exhibition of Expotech Technology in the Rashad Shawa Center

2011 Attend a workshop at Utopia Company titled Applications of Microsoft Corp

2011 Participated Conference on Women's Day

2010 Participated in the Engineering Creativity IV

2007 Attend the conference of "Astronomy and the Cosmic Miracles" at the Islamic University

Attended many conferences, seminars and workshops in various aspects

**Skills and Interests**

**Languages** Arabic (Excellent)

English (Very good)

Proficiency in the use of Computer Programs  
The ability to Contact and communicate with others  
Leadership working group and work under pressure for long hours  
Knowledge of Content-Mail and Social Networking and follow-up Blogging Pages and Blogs  
Design Montage and use many applications especially for video and image design  
Research and development, learning languages, reading and writing literary (thoughts)

**Attachments**

Available upon request