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| Amer Saleh  [amer.i.saleh@hotmail.com](mailto:amer.i.saleh@hotmail.com); Mobile: +963 99 4653798; Landline: +963 41 432966 | |
| **Personal Information:** |  |
| * Date of Birth: 24/3/1994. |  |
| * Place of Birth: Latakia, Syria. * Nationality: Syrian. * Address: 7th Project, Latakia, Syria. * Marital Status: Single. |
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| **Education:** |  |
| * Doctor of Medicine (MD)   Tishreen University – Lattakia, Syria | 2011-2016  Undergraduate (fifth year), Current Record: 84% |
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| **Skills:** |  |
| * General Skills: | * Training and workshops facilitating skills. * Team leading and managing. * Strategic planning and crises management. * Report Building. * Human recourses management. |
| * Computer Skills: | * Microsoft Office (Word, PowerPoint, Excel, Access, InfoPath). * Designing: Adobe Photoshop, Adobe Illustrator, and Adobe After effect. * Database System Analyzing & Building. * Software & Hardware maintenance. |
| * Languages: | * Arabic: Native Language. * English: Full professional proficiency. * French: Limited working proficiency. * German: Beginner. |
| **Courses & Certificates:** |  |
| * **Massar-e Volunteer Certificate** | The Syria Trust For Development, 2008. |
| * **Youth X-Change in the Mediterranean Trainer** | Mediterranean information Office For Environment & Culture and Sustainable Development Greece – Athena in corporation with The Syria Coast Society for Environmental Protection, 2011. |
| * **First Aid (24 Hours) Course** | Syrian Arab Red Crescent, 2011. |
| * **Social Programs Training of Trainers Course** | Syria Trust for Development, 2011. |
| * **Social Organizing Training of Trainers** | The Syria Trust For Development, 2012. |
| * **Crisis Management** | The Syria Trust For Development, 2012. |
| * **Negotiation and Communication Skills** | The Syria Trust For Development, 2012. |
| * **Professional Training Skills** | The Syria Trust For Development, 2013. |
| * **Micro Projects Management** | The Syria Trust For Development, 2013. |
| * **Professional Photoshop Designing skills** | The Syria Trust For Development, 2013. |
| * **Human Resources Development Trainer** | The Syria Trust For Development, 2013. |
| * **Conditions of war and peace** | Coursera & University of Tokyo, 2013. |
| * **Diabetes – A global Challenge** | Coursera & University of Copenhagen, 2014. |
| * **Scientific Method** | Coursera & University of Amsterdam, 2014. |
| * **Origins – The formation of Universe and life** | Coursera & University of Copenhagen, 2015. |
| * **Clinical Problem Solving** | Coursera & University of California San Francisco, 2015. |
| * **AIDS: Fear & Hope** | Coursera & University of Michigan, 2015. |
| * **Academic Writing in Medicine** | Syrian American Medical Society, 2015. |
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| **Work Experience:** |  |
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| [Syrian Researchers](http://www.syr-res.com)  **Member of Board of Directors**  **3/2012 until now.**  Main responsibilities:  A. Scientific Content Creator:   * Choosing the best and the newest articles in the fields of Medicine – Psychology - Philosophy. * Translating them into an easy and proper Arabic language. * Editing and shaping them so they fit with our high quality standards.   In addition to board duties:  B. Human Resources Manager:   * Promoting equality and diversity as part of the culture of the organization. * Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates. * Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management. * Preparing staff handbooks. * Developing with line managers HR planning strategies which consider immediate and long-term staff requirements. * Planning, and sometimes delivering, training - including inductions for new staff. * Analyzing training needs in conjunction with departmental managers.   C. Partnerships and Public Relations Manager.   * Planning, developing and implementing PR strategies. * Liaising with and answering inquiries from individuals and other organizations. * Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets. * Organizing events including press conferences, exhibitions, open days and press tours. * Maintaining and updating information on the organization’s website. * Sourcing and managing speaking and sponsorship opportunities. * Fostering community relations through events such as open days and through involvement in community initiatives. * Maintaining and develop working relationships with existing partner organizations. * Explore opportunities to bring new potential partners. * Collaborating with existing and new partners to identify projects for support and work with them to deliver, monitor and evaluate these. | |
| [Syrian Society for Scientific Research](http://www.syssr.org/)  **Scientific Translator**  **3/2014 until now.**  Main responsibilities:   * Translating scientific lectures into Arabic. * Editing them to meet the scientific and lingual standards of the society. | |
| Freelancer  **English-Arabic & French Arabic Translator**  **1/2011 until now.**  I have experience in translating in many fields, and my translations were provided for international firms and organizations such as UNICEF and Kaplan International Institutions. | |
| [Department of Ecumenical Relations and Development – Greek Orthodox Patriarchate of Antioch and all the east.](http://www.gopaderd.org)  **Health Promoter**  **6/2014 until11/2014**  Main responsibilities: Providing public lectures on personal hygiene, breast-feeding and nutrition. | |
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| [Syria Trust for Development](http://www.syriatrust.sy)   * **Coordinator of Voluntary Human Recourses**   **1/2013 until 12/2013**  Main responsibilities:   * Developing VHR planning strategies with line managers. * Recruiting volunteers by preparing job descriptions; deciding on how best to advertise. * Shortlisting applicants for interview using a variety of selection techniques. * Interpreting and advising on employment legislation; develop and implement policies on a variety of workplace issues. * Listening to grievances and implementing disciplinary procedures. * Analyzing training needs in conjunction with line managers; planning and delivering training, including staff inductions. * **Administrative Team Officer**   **11/2012 until 1/2013**  Main responsibilities:   * Implementing financial policies and procedures. * Maintaining financial files and records. * Administering employment agreements. * Maintaining the leave management system. * Managing the filing, storage and security of documents. * Responding to inquiries. * Managing the repair and maintenance of computer and office equipment. * **Relief Program Database Focal point**   **6/2012 until 11/2012.**  Main responsibilities:   * Submitting relief program work plans and supervising the implementation with a high quality. * Overseeing the distribution of humanitarian assistance to the affected families. * Overseeing the process of needs assessment of the affected families. * Supervising the preparation and implementation of psychosocial support activities and skill-building for affected families. * Assisting in reviving the affected areas and the rehabilitation of those areas for the affected families return to their homes. * **Social Programs Trainer & Committee Member**   **7/2011 until 6/2012**  Main responsibilities:   * Facilitating workshops and training various groups of beneficiaries to detect community needs, to create projects meeting them. * Social Activities coordinator and organizer. * Feed-back mechanisms provider. * Business Awareness project coordinator. * Community motivator: creating good relations with the local communities providing new local resources for the program. | |
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| References are available upon request. |  |