**Heba Awni Al-Tamimi**

Irbid/Alramtha -Jordan

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***Summary of Qualifications***

* Over six years of children teaching experience/Ruhi institute
* 2 years of volunteering experience of working with refugees “children and families”
* Co-op experience with juvenile’s legal aid Swiss NGO called TDH.
* Baha’i writings translation training
* Posses a valid Jordanian driver’s license.
* Proficient with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook); Access and IMS database.
* Proficient in the following languages: Arabic, English and some Italian

***Education***

* Translation Arabic- English and English- Arabic 2011-present

 Bachelor degree graduating in Feb.2015

 Jordan, Yaroumk University

***Employment and Co-op Experience***

**Sales Representative** 2012 - Present

* Chocolate store Ramtha- Jordan

**Sales Representative**

* Fabric Store 2010 - Present

 Ramtha- Jordan

**Interpreter/ Translator / transcriber** 2013

* At TDH Swiss NGO that works with refugees legal aid. Jordan - Amman

***Volunteering Experience***

**Children Teacher**  2008 – Present

 Ramtha-Jordan

* Followed and facilitated an established curriculum for children classes.
* Maintained a cooperative and spiritual environment that supports self-esteem, community services, love and humanity of mankind
* The program consisted of 24 virtues such as justice, love, truthfulness, generosity selflessness, joy, sincerity, humility, thankfulness, etc.
* Worked on developing children’s characters and shaping their personalities
* Offered weekly children classes. 6-10 Children/Class