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| Amer Salehamer.i.saleh@hotmail.com; Mobile: +963 99 4653798; Landline: +963 41 432966 |
| **Personal Information:**  |  |
| * Date of Birth: 24/3/1994.
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| * 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  | 2011-2016Undergraduate (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.
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| * 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.
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| * Languages:
 | * Arabic: Native Language.
* English: Full professional proficiency.
* French: Limited working proficiency.
* German: Beginner.
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| **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.
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| [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.
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| 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. |  |