# Dana Nabil Abu Haltam

Address: Johnson City, TN.

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WeChat: Dana14694

Languages: Arabic, English, and Chinese.

## Education:

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| **Ph.D.** in Political Science, Comparative Politics and International Relations, University of Tennessee, Knoxville.  **Master’s degree** in Diplomatic Studies, Prince Al Hussein Bin Abdullah II School of International Studies,University of Jordan, Amman, Jordan, GPA: 3.85 | Aug. 2021 – present  Sep. 2017 – May. 2019 |
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| **Bachelor's degree** in Chinese and English Languages, University of Jordan, Amman, Jordan**,** GPA: 3.51 (Ranked as third on class) | Sep. 2012 – Aug. 2016 |
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| Exchange semester at Shenyang Normal University, Shenyang, China. | Aug. 2015 – Jan. 2016 |

## Work Experience:

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| * **Consular Assistant, Embassy of the People’s Republic of China in Jordan** | Oct. 2016 – Oct. 2020 |

**Responsibilities**:

* Initiate contacts with all levels of Jordanian authorities and social service organizations.
* Maintain high-level contacts with the Ministry of Foreign Affairs, Ministry of Interior, Police Directorate, Ministry of Justice, and Ministry of Health.
* Manage and interpret all the Chinese documents to English or Arabic or vice versa and classify it to the related department.
* Arrange embassy events, meetings, and activities.
* Reviewing visa applications, manage and interview visa applicant.
* Conduct passports, travel documents, nationality, and notarization services for Chinese Citizens.
* Draft and translate diplomatic notes on a wide range of consular and legal matters.

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| * **Protocol Coordinator, Embassy of the People’s Republic of China in Jordan** | Jan. 2020 – Oct. 2020 |

**Responsibilities**:

* Ensures that each department (Political, Cultural and Defense) is kept updated with all new changes, regulations, and rules through maintaining communication and collaboration with the Ministry of Foreign Affairs and other Jordanian government entities and collating the related information.
* Arrange and organize appointments and visits for the diplomats and the official delegations.
* Deliver the Embassy’s statements to the Jordanian public media upon request.

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| * **Tourist guide for Chinese groups (Part Time)** | Jul. 2016 – Oct. 2016 |
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| * **Chinese-English-Arabic Teacher (Part Time)** | Jul. 2015 – Feb. 2016 |
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| * **Freelancer translator (Chinese-English-Arabic)** | Aug. 2016 – Oct. 2016 |
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| * **Editor assistant at Dar Osama for publishing and distribution** | Oct. 2012 – Jul. 2015 |

**Internship:**

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| **Confucius Institute working in the following departments:** | Mar. 2016 – Jul. 2016 |

* Teacher Assistant at Confucius Institute.
* Translation department.
* Librarian.
* Social media department.
* Recruitment department.

**Voluntary Work:**

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| * Teaching English for Prince Hassan Refugee Camp Children. | Aug. 2019 – Feb. 2020 |
| * Participating in the 52nd Annual Diplomatic Bazaar. | Oct. 2016 |
| * Member of JU-Union for assisting activities for special needs. | 2015 – 2016 |
| * Zattaari refugee camp with JU-UNION. | 2015 |

**Research and Publications:**

* Abu Haltam, Dana, “The Chinese and United States Interests in Taiwan”, Journal of Strategic and Military Studies: Eighth Issue – September 2020.
* Abu Haltam, Dana, "One Belt One Road Initiative: A Win-Win partnership", Journal of Afro-Asian Studies, Deutschland–Berlin, Seventh Issue – November 2020.
* Abu Haltam, Dana, title translated "Strategic cooperation between Africa and China", China Silk Road News Network, December 2020.
* Abu Haltam, Dana, title translated “The Ministerial Forum is another opportunity to prove the compatibility of Jordanian Chinese policies”, China Silk Road News Network, July 2020.
* Abu Haltam, Dana, title translated “Friendly China from the Global Perspective”, China Silk Road News Network, May 2020.
* Master's thesis titled "The Implications of Sino-American Relations on International politics 2008-2018 the international”, April 2019.

**Certificates and Awards:**

* Chinese Proficiency Test (HSK): Level 6 (Highest Level).
* Chinese Languages Teachers Workshop, Shenyang – China, July - August 2016.
* Awarded the "Excellent team" prize, as the best team in the "21st Century Maritime Silk Road" Chinese Languages Teachers workshop, July 2016.
* Awarded the 3rd prize in the 7th "Great Wall-Petra Cup" Chinese Proficiency Competition, May 2016.
* Attained full Chinese scholarship for Learning Chinese Language, Shenyang – China, August 2015.

**Languages and Skills:**

* Native Arabic speaker
* Excellent working knowledge in Chinese, and English.
* functional working knowledge of Spanish and Hebrew.
* Data collection from Social media.
* Applying Natural Language Processing techniques to texts/posts for opinion mining from social media.
* Good working experience in Adobe Premiere Pro.
* Online teaching and learning.