**Diala Ma'moun Abd Al-Halem Al-Jazzazi**

**Amman-Jordan**

**+962 79 6960507 Dala.j@outlook.com**

**CAREER GOAL**

As I am a job seeker, I enjoy challenges and working with people so look forward to the learning opportunity offered by my co-op work team that I have an attitude for learning quickly and I am organized. I will know about the nature of my work. Moreover, I will attempt to know about the various processes which form my job. By doing so, I will be able to do my job more proficiently. On the other hand, I shall implement my knowledge into the practical world where I can fulfill my dream to success and accomplish company goals.

**EDUCATION**

2016 Master Degree in Human Resources (MBA) from American InterContinental University.

2013 Master Degree in Management (MBA) from Amman Arab University.

2005 Bachelor of Science English in Translation from Al-Zaytoonah Private University.

**EXPERIENCE**

2012 to Present ***Freelancer translator***

2010 -2011 ***Administrative and Public Relation at Mindcirclez***

* Participate in brainstorming and planning session.
* Conduct research to support PR planning.
* Liaising with and answering enquiries from media, individuals and other organizations, often via telephone and email.
* Organizing events including press conferences, exhibitions, open days and press tours and assist in organizing and execution of events, campaigns, community initiatives etc.
* Managing, maintaining and updating information on the organization’s website and engaging with users on social media sites such as Twitter and Facebook.
* Commissioning market research and analyze media coverage.

2007-2009 ***Administrative Assistant at Al- Ahliah National Trading and Supply Company***

* Prepare agendas and make arrangements for committee, board, executives' and other meetings.
* Prepare invoices, reports, memos, letters, travel arrangements and other documents, using word processing, spreadsheet, database, and/or presentation software.
* Prepare responses to correspondence containing routine inquiries.
* Coordinate and direct office services, such as records and budget.
* Open, sort, and distribute incoming correspondence, including faxes and email.

**SKILLS**

Arabic & English Typing

MS-Word, Excel, Access, PowerPoint, Outlook

**LANGUAGES**

Arabic

English

If you have any questions, please feel free to contact me.