**Phone Number:** + (962)797091386

**Email:** mosaaubzeyyad1@gmail.com

**Address: Seebawayh Street, Dahyat Al-Ameer Hasan, Amman, Jordan.**

**Date of Birth:** 24/4/1989.

**Nationality: Jordanian.**

**Marital Status**: Single.

**Education:**

* **College BSC.** Political Sciences.

Damascus University, Damascus-Syria, (2011-2016)

 GPA: 69.50% (C).

* **High School** Jamal Dawood, Latakia- Syria, (2010).

 **Literature**, GPA: 92%.

**Objective:**  As a Graduate, I’m looking forward to improve myself in particular fields such as human rights, international law, international relations and organizations, beside I want learn more about social experience in reading people’s mind such as how they think with their action and reactions relating to manners and behavior (body language).

**Work Experience:**

* **Year experience at Al- Quds Center for Political Studies.**
* **Year experience at Online Communities.**

 **Main Responsibilities:**

 - **Writing newsletter on the center’s website and follow up it by updating its contents**

 **(Reports& articles).**

* **Writing reports regarding the projects& events that have been released by Al-Quds Center.**
* **Auditing a study titled “The Development Plan for the Curricula”.**
* **I was leading a team of six employees at sales company.**
* **I was working as an active member at online communities (surveys, polls) such as Toluna, Pro Opinion, Univox, American Opinion...etc.**
* **Writing summaries:** Collecting the sound records for the projects& events speakers and write them in a summary to make a material for preparing the reports, articles and newsletters.
* **Assisting in coordinating projects & events:** Choose the target group with my colleagues, set the title, follow the governmental procedures in order to take the approval, choose the right place and coordinate with its administration& gathering the required information about the researchers and media coverage about particular events in order to write reports and news.
* **Audit a book,** titled “Parties and Parliamentary Experience in Jordan and Morocco”.

**Skills:**

 Computer Skills:

* Microsoft Office especially word& excel.

 Personal Skills:

* Analytical skills
* Communication skills.
* Workaholic.
* Time management.
* Adaptive.
* Set the correct work priorities.
* Cooperative.
* Leadership skills.

**Languages:**

* Arabic: Native.
* English: excellent (writing, speaking, listening& reading).

**References:**

* **Mr. Hussein Abu Romman** Director of the studies unit, Al-Quds Center.

Mobile:+ (962)795933993.

E**-**mail: h.aburumman@alqudscenter.org.

* **Mr. Zaid Atari.** Projects coordinator, Al-Quds Center.

 Mobile: + (962)796771138.

 E-mail: z.omar@alqudscenter.org.