



Rola Diab Mahmoud

AL- Biader Area

Amman – Jordan

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Nationality: **Jordanian** ♦ Date of Birth: **November 13, 1978** ♦ Place of Birth **Kuwait** ♦ Marital Status: **single**

Objectives

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Work Experience

- ***CWB (Cedar White Bradley) – March 2023 till now***

Position: IP Administrator Specialist

- + File applications/responses/letters/documents pertaining to IP matters;
- + Monitor the registration process by docketing and reporting official notices;
- + Draft letters/emails related to IP matters, mainly to communicate with relevant governmental authorities;
- + Generate reports to communicate updates pertaining to IP matters;
- + Provide administrative assistance when needed.
- + Responsible for the archiving system
- + Preparing the PRs required for filing the applications

- ***SADE CGTH (SADE- Compagnie General de Travaux d'Hydraulique)– February 2015 – till May 2021***

Position: Administrative Assistant

- + Oversaw work schedules for all executives and managed booking for conference rooms and group workspaces
 - + Maintained and improved online databases of client accounts and external vendors, including updating information when necessary
 - + In charge of translation document from Arabic to English & vice versa
 - + Prepared, edited and proofread letters, reports, memos, and emails
 - + Created a new system for following up with potential clients in an efficient and effective manner
 - + Participated in bids' preparation and submittal locally and internationally
 - + Designed suppliers surveys, track responses and produced final reports for executives
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- + Trained new administrative assistant interns in office management procedures and scheduled on-the-job mentoring with multiple departments
- + Liaisoned with teams and units
- + Successfully planned and coordinated company events and teamwork activities
- + Ordered office supplies and equipment while maintaining appropriate inventory records
- + Responsible for all travel arrangements and organizing hotel accommodation and trip plans

- ***Talal Abu- Ghazaleh Organization- October 2011 – till January 2015***

Talal Abu-Ghazaleh Organization (TAG-Org) is a group of professional service firms in the fields of accounting; interpretation and translation; IP registration and protection etc...

Position: IP Officer

- + Provided specialized IP consultation and advised our clients regarding all IP prosecution and enforcement procedures.
- + Responsible for the international registration of patents and trademarks in various countries.
- + Prepared and issued invoices and accounts' finances

- ***SMAS – IP (Abu Setta & Partners) 19 December 2004 – September 2011***

SMAS-IP (Abu Setta & Partners), is a company dealing with all matters related to intellectual property

Position: Sworn Legal Translator & IP Officer

- + Translated legal and commercial documents.
- + Responsible for translating Patent and documents related to trademarks and Industrial designs
- + Prepared and evaluated Trademark and Patent applications, validated Trademark notices
- + Collected notices of publication and notices of acceptance

- ***Al-Shoroq Center for translation - June 2004 – 18 December 2004***

Al-Shoroq Center is an institution providing the services of translation

Position: Sworn Legal Translator

Education

- B. A degree in English Translation
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Al-Zaytoonah University, Faculty of Arts, English Translation Department
(1998-2002) –Amman- Jordan

Training courses

-Translation Courses, (Perfect Translation Training Program) Latrade Center
from 2/11/2003- 30/4/2004).

Language:

- Fluent in Arabic; writing, reading and speaking (Native)
- Very good command of English (written and spoken)