

Rana Moez Darwish

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CAREER OBJECTIVE

An accomplished Bachelor's Degree in Marketing from The American University of Madaba, with insightful experience in Marketing; looking for a challenging position with a dynamic organization to implement both my experience and education in the most professional manner.

SKILLS

- Problem Solving
- Leadership and decision making
- Computer Skills
- Initiative
- Photo and video editing experience
- Time Management
- Willingness to learn
- Negotiation Skills
- Self-Motivation
- Creativity
- Ability to work under pressure
- Communication Skills
- Sales
- Hard work and Dedication

PROFESSIONAL EXPERIENCE

Administrative Manager – Hermas Teaching Center (January 2017-2019)

Key Responsibilities:

- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Overseeing day-to-day operations.
- Maintaining organization relationships.

Senior Researcher- King Hussein's Business Park/Migrate (January 2014-2015)

Key Responsibilities:

- Summarizing and explaining research findings and their implications.
- Responding to information requests in writing, by telephone or in person.
- Supervising ongoing research and evaluating projects.
- Contributing to new proposal and preparing evaluation reports.

Customer Relationship Officer (Internship) - Arab Bank (October 2018- February 2019)

Key Responsibilities:

- Interacting with clients and dealing with clients inquiries.
- Understanding clients concerns.
- Rectify issues experienced by clients.
- Improve the organization's overall client satisfaction ratings.

Academics

- BA in Marketing – The American University of Madaba
- General Secondary Education Certificate (International Baccalaureate) – The Ahliyyah School (CMS)

Extracurricular

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- Group Leader, Children's School Summer Camp – Royal Automobile Club 2016
 - Data entry and customer contact intern with Save the Children 2017
 - Promotion with Umniah 2013

PERSONAL INFORMATION

Nationality: Jordanian

Date of Birth: 18th of February, 1995

Marital Status: Single

Gender: Female

Language: Fluent in English and Arabic