

# Rima A. Yacoub

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AMMAN - JORDAN  
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## OBJECTIVE

Occupy a senior level position in the field of Program Management, Project Management, Partnerships, Communications or any related field, where I can use my proven abilities, knowledge and network to achieve the objectives of the organization.

## KEY COMPETENCE

- Proven program and project management knowledge and experience
- Ability to build and maintain effective relationships with the different stakeholders
- Extensive reporting knowledge and experience
- Advanced monitoring and evaluation knowledge
- Strategic planning
- Excellent verbal and written communication in both Arabic and English
- Excellent supply chain management knowledge and experience
- Creative Content Development
- Proposal Writing
- Advanced Social Media skills and knowledge
- Extensive experience in translation

## PROFESSIONAL EXPERIENCE

### CONSULTANT FREELANCE

Nov 2019 - Present

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- Projects proposal writing
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- Programs restructuring
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- Establishing an organization that specializes in the area of Sport for Development
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### REGIONAL PROJECTS AND PARTNERSHIPS OFFICER / SOCIAL PROTECTION PROJECT MANAGER Ruwwad Al Tanmeya

Oct 2018 to Nov 2019

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- Seek new project opportunities in areas that reinforce Ruwwad's existing programs, in line with Ruwwad's methodology and core operations.
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- Manage and follow up on the implementation of the project /initiative of the partner/external volunteer and manage the commitment of the beneficiaries
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- Write proposals for new potential projects upon the identification of new opportunities for foreign funded projects, in line with Ruwwad's policies, values and methodology.
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- Manage/support projects in all phases: exploration, proposal writing, negotiation with partners, budget preparation and review of donor agreements;
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- Assume responsibility for maintaining and supporting all partnerships, and constantly sustain partnerships and map their services and areas of support.
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- Seek new partnerships that enhance the operations of Ruwwad's existing programs.
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- Maintain close relations with Ruwwad's core programs officers and provide support in areas of need.
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- Provide Ruwwad with external volunteers to enrich Ruwwad's programs and operations, while maintaining a database with all volunteers, and ensuring each volunteer completes the cycle.
- Maintain close relations with youth and partners to ensure availing the needs of youth in terms of internships, job opportunities, sponsorships, etc.
- Regional coordination and providing support to all regional teams
- External reporting on the regional level.
- Provide support to the Communications function in terms of content development, as need is identified by the Communications Officer and Creative Designer (website, media, social media, reports, etc.)

**REGIONAL COMMUNICATIONS AND PARTNERSHIPS OFFICER**  
**Ruwwad Al Tanmeya**

Jun 2016 to Oct 2018

- Oversee all external communication tools, and internal communication policy.
- Develop and align communications strategies across the region.
- Develop and supervise media policy across the region.
- Identify potential partners.
- Identify and map areas of needs and sponsorships.
- Maintaining and supporting all partnerships, and seeking new partnerships that enhance operations
- Support programs officers and regional teams in areas related to partnerships and external volunteers, and create volunteering plans for external volunteers.
- Follow up on the implementation of various projects.

**PROJECTS COORDINATOR/SHARAKA PROJECT MANAGER**  
**RASHEED COALITION FOR INTEGRITY AND TRANSPARENCY**

**NOV 2015 – MAY 2016**

Responsibilities:

- Periodic monitoring and evaluation of project progress, against the preset objectives and KPIs
- Reporting progress to related bodies, including donor, stakeholders, and BOD.
- Provide training to the different stakeholders
- Meet work standards by following production, productivity, quality, and stakeholder-service standards; resolving operational problems; identifying work process improvements.
- Meet cost standards by monitoring expenses; implementing cost-saving actions
- Update job knowledge by participating in educational opportunities; reading professional publications.
- Maintain constant communication with all project stakeholders

**PHARMACY SUPPLY CHAIN OFFICER**  
**King Hussein Cancer Center**

2013 to 2015

- Day-to-day pharmacy inventory management and ensuring availability.
- Build and maintain relationships with local and international pharmaceutical vendors.
- Direct importation from foreign vendors.
- Continuous evaluation of vendors.

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- Cost-cutting studies.
  - Ensure the completion of the whole supply chain.
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**HUMAN RESOURCES AND ADMINISTRATION MANAGER**  
Arab Countries Water Utilities Association

2012

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- Manage daily operations of office and employees.
  - Oversee all events, activities and conferences preparations.
  - Manage publications, media and deliverables.
  - Employees monitoring and evaluation.
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**COMMUNICATIONS AND OUTREACH SPECIALIST**  
USAID Fiscal Reform Project II

2010 - 2011

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- Monitoring and evaluation of component accomplishments.
  - Report preparation to USAID and to government.
  - Training Liaison.
  - Organizing and managing communications and outreach activities.
  - Provide assistance to technical advisors and King Abdullah Award advisors.
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**TRANSLATOR/INTERPRETER**

2006 - 2010

USAID Fiscal Reform Project I

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- Translation of all types of documents.
  - Creating workshop material.
  - Editing and proofreading all kinds of documents.
  - Simultaneous translation in meetings, events, and conferences.
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## **EDUCATION**

*Master of Business Administration (MBA)* - German Jordanian University (2011-2014).  
GPA: 83% - Very Good

*Bachelor of English Language and Literature* - University of Jordan (2002-2006).  
GPA: 3.3/4 - Very Good

## **ACTIVITIES**

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- Professional Jiu Jitsu Athlete/Active Competitor – 2014 to Present
  - Member of Jordan Badminton National Team – 1999 to 2004
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## **REFERENCES**

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Available Upon Request

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