

Lubna Mohammad Yasin

Jordan – Cell Phone: 00962-79-6295191 – E-mail: Lubna80@gmail.com

Working Experience

[December.2018-Present] Freelance Trainer at National Associations and Training Centers. Jordan.

Major tasks and achievements coordinated with administration:

- Planning, Organizing, Developing and Delivering the following training programs:
 - Life Skills.
 - Managerial Skills.
 - Career Counseling.
 - Basic Computer Skills.
- Contributing to achieving the goals of the training course and the skills of the trainees, through preparing level tests and assessments.

[November.2012 – May.2018] The Deanship of Students Affairs / Zarqa University. Jordan.

-Director of Career Guidance Office - King Abdullah 2nd Fund for Development.

- Planning and implementation of programs and projects.
- Provide tangible benefits to alumni and current students.
- Charged with securing commitments from alumni to provide professional expertise and volunteer service, collaborating with colleagues in the administrative offices.
- Plan, implement and promote alumni programs that support the strategic plan.
- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects.
- Collaborate closely with development colleagues in increasing support from alumni.
- Oversee and balance the budget for Alumni Relations; within the annual program budget.

-Head of Community Development Division.

- Designing projects, programs and initiatives, and supervising their implementation for different sectors of society.
- Conducting applied field research.
- Participate in developing the capabilities and skills of individuals.
- Participate in raising awareness and spreading culture among members of society.
- Contributing to the implementation of the university's general policy in the field of community service and environmental development.

-Administrative Officer in Alumni Unit/King Abdullah 2nd Fund for Development.

[September.2011–August.2012] Executive Secretary at Bushra Center for Studies..Zarqa. Jordan.

[April.2010–July.2011] Trainer at Khawla Association for Women Empowering. Zarqa. Jordan.

"The project to protect women from domestic violence."

Supported from International Community of Relief.

[September.2007 – June.2008] Administrative Secretary at Jordan River School. Zarqa. Jordan.

Academic Qualifications

[January.2010] Masters of "Educational Administration" at Hashemite University. Jordan.
Thesis Title: "The Role of Non-Governmental Organizations in Supporting Kindergartens and Basic Education in Jordan".

[June.2002] Bachelors of "Business Administration" at Zarqa Private University. Jordan.

Training Courses and Workshops

[November-December.2018] "Training of Trainers", International Professional Trainer at CIPT. Jordan.
*(TOT) Certified from ICL.

[November.2014] Workshops at INJAZ. Jordan.
-"My Path to Employment – Career Counseling"
-"We are Social Leaders"

[October.2003 –July.2004] Training course of "Information Technology"
at Center for Continuing Education and Community Service/ Zarqa Private University. Jordan.
*(ICDL) Certified from UNESCO.

Volunteering Activities

[2013-2018] Trainer at the Deanship of Students Affairs - Zarqa University. Jordan.
-Cooperation with King Abdullah 2nd Fund for Development:

- Basic Life Skills.
- Leadership Skills.
- Training Methods.

-Cooperation with INJAZ:

- "My Path to Employment" –CV Writing, Interview Skills and Presentation Skills-.
- "We are Social Leaders".
- "Communication Skills at Work".

[2010-Present] Member at All Jordan Youth Committee - Zarqa Team. Jordan.

[2003-Present] Member and Trainer at Youth Association for Self Development. Zarqa. Jordan.

Personal Skills

-Proposal Writing.
-Organizational Skills.
-Language Skills (English & Arabic).

Conferences Participation

[7-8. April.2010] "Education in a Changing World" at Hashemite University. Jordan.
I Presented two papers that were published on electronic educational magazine:
<http://al3loom.com/?p=951>
<http://al3loom.com/?p=965>

References can be furnished upon request.