
RAWAN M. AL DAJANI

Personal Data

Address	P.O. Box 51085	Birthday date	19/ 08/ 76
Telephone	972 2 585 6010	Nationality	Jordanian/ Israeli I.D holder
Mobile	972 528281613	Native Language	Arabic
email	rawandajani@gmail.com	Gender status	Single

Professional Skills Summary

- Excellent communication, interpersonal, strategic planning, financial analysis, organizational and leadership skills. Resourceful in resolving emerging problems.
- Quick learner with the ability to easily research new opportunities. Dedicated and self-motivated team player. Enjoy challenging and dynamic work environments.

Education

Masters of Arts (MA) ■ **European Studies**
Heinrich Heine, Düsseldorf, Germany, 2013

Bachelor of Arts (BA) ■ **Social Work & Psychology**
Bethlehem University, Bethlehem, West Bank, 1998

PROFESSIONAL EXPERIENCE

Al-Quds University – Community Action Center <i>East Jerusalem – Old City</i>	Sept.2016 - present
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Deputy Director

Responsibilities included:

- Responsible for the quality of services in the Center, the staff of the center, the sites in Jerusalem and AbuDis, and other administrative issues.
- Managing new projects at the Center.
- Contributing to building and maintain the center's relations with civil society and international organizations.
- Organizing events including press conferences, exhibitions, open days and public lectures.
- Contributing to the fundraising efforts in the center, writing and follow up funding proposals, designing project that serve the community of Jerusalem with the cooperation with staff in the Center.

Al-Quds University <i>East Jerusalem</i>	Oct. 2014 – April. 2016
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Director of Public Relations.

In charge of the university Public Relations.

Responsibilities included:

- ❑ Preparing and supervising the production of publicity brochures, handouts, promotional videos, photographs, film and multimedia programs.
- ❑ Organizing events including press conferences, exhibitions, open days and public lectures.
- ❑ Managing events such as educational and academic conferences
- ❑ Coordinating venue management, caterers, stand designers, contractors and equipment hire.
- ❑ Managing and organizing flight booking, hotel reservations, transportations, official traveling papers such as visas.
- ❑ Agreeing to, and managing event budget.
- ❑ Identifying and securing speakers or special guests.
- ❑ Fostering community relations through events and through involvement in community initiatives.
- ❑ Managing the PR aspect of a potential crisis situation.

Al-Quds University

Oct. 2007 – Oct.2014

East Jerusalem

Protocol Director and Personal Assistant to Prof. Sari Nusseibeh – President of AlQuds University.

In charge of administration and logistics.

Responsibilities included:

- ❑ In charge of President's office administration.
- ❑ Managing and organizing the President's travel schedule
- ❑ Responsible for personal correspondences, logistics, travel preparation for president.
- ❑ Organizing and preparing president's travels and participation in local and international events.
- ❑ Maintaining the President's daily schedule by planning and scheduling meetings, conferences, teleconferences, and TV and radio interviews
- ❑ Coordinating and arranging International visits and scholars to university
- ❑ Preparing reports to President by collecting and analyzing information.

CISP- Comitato Internazionale per lo Sviluppo dei Popoli June2005 –Feb2006 (End of project)

Wadi Aljoz, East Jerusalem

Project Officer and Country Representative Assistant

In charge of accountancy, administration and logistics. Started as part timer for 4 months and continued full time job.

Responsibilities included:

- ❑ Follow up bank accounts, transfers, expenses according to project budget.
- ❑ Responsible for logistical preparation as office supplies and materials, including branches in Hebron and Gaza.
- ❑ Organizing and preparing final projects to be send to HQ.

- Produce feedback documents that are used by senior management for reporting related issues.
- Following up country representative agenda, meeting, project activities and submission of proposals and final reports.
- Supporting administrative procedures of ongoing projects and following up of purchasing procedures.
- Translating documents in Arabic, English and Hebrew (Oral and Written)
- Follow up and Assist in project budget, final planning and other financial expenses

Royal Orient Tours & Travel Agency

Oct.2004 – Oct.2005

Jerusalem, Salah aldeen St.

General Manager Assistant and Sales Representative officer

In charge of coordinating administrative issues concerning the General Manager of Company and representing company to Flight Agencies, local Companies and International Organizations.

Selected Results:

- Representing Company to flight agencies.
- Organizing and managing reservations for VIP Clients
- Assisting in arranging domestic tours.
- Managing coordination with Jordanian companies.
- Arranged appointments and meetings on a daily basis.
- Developed a systematic method for file and record organization
- Accounting follow up of company's bank accounts, transfers and salaries

Palestine Red Crescent Society (PRCS), Head Quarters

Sept 2001 – Sept 2004

Ramallah, West Bank

Public Relations Officer

Established the public relations unit based upon senior management request due to acquired organizational skills. Directed and supervised overall logistic handling for the entire organization.

Selected Results:

- Arrange inclusive timetables suitable for international missions.
- Responsible for logistical preparation parallel to agreed upon timetables ensuring flawless introductions and security measures.
- Responsible for reservations, accommodations, and comfortability measures in regards to international/ national missions in the West Bank and Gaza Strip.
- Organize conferences, workshops promoting the visions of PRCS on a national and international level.
- Contacting media and ensuring quality coverage of scheduled events and activities and coordinating with the press office for accuracy reasons.
- Produce feedback documents that are used by senior management for reporting related issues.

Palestine Council of Health, (PCH)

June 2000 – Sept 2001

Beit Hanina, Jerusalem

Administrative Assistant

In charge of coordinating administrative issues concerning the Director General of the PCH.

Selected Results:

- ❑ Arranged appointments and meetings on a daily basis.
- ❑ Developed a systematic method for file and record organization.
- ❑ Performed basic bookkeeping and accounting tasks based on petty cash flow disbursement.

Um Touba Secondary school

Feb 2000 – April 2000

Jerusalem

Stand-in Teacher

Job description is in direct relation with social work and psychology matters. Implemented theoretical based ideologies in classroom activities achieving involving various learning techniques successful outcomes.

Selected Results:

- ❑ Implemented motivation learning programs for children who experienced domestic violence and trauma.
- ❑ Organized children activities with emphasis on non-violence. Activities ranged from face painting, musical performances, and non-violence type events encouraging participants to channel their energies towards more productive tasks.
- ❑ Planning and managing recreational events on a holistic level mainly for children and youth.

Cultural Resources Management Project, PECDAR/ World Bank

Sept 1999 – Dec 1999

(end of project)

Jerusalem

Administrative Assistant

The project entailed documenting Palestinian cultural heritage. Information collected was compiled in detail which was later edited and published to the national and international markets.

Responsibilities included:

- ❑ Coordinate and manage the supervisor's daily work situation ensuring all appointments are kept and incoming calls and messages received accordingly.
- ❑ Developed systematic techniques for filing and recording current information and organized archives in addition.
- ❑ Receive and screen correspondence information and attaching pertinent background information.

Creative Marketing Services, CMS

Feb 1995 – Sept 1999

Beit Hanina, Jerusalem

Administrative Assistant

A marketing based company focusing equally on the public and private sector. CMS is primarily comprised of three departments which are, 1) promotional and marketing department, 2) Sales department, and 3) Finance and management department. Those three units worked together under CMS covering a wide range of the consumer market.

Responsibilities included:

- ❑ Supervising the design process through to the final phase of the printing and delivery.
- ❑ Marketing related duties to entail promotion of products and increasing sales.
- ❑ Performing basic bookkeeping and journal entries.

Other Experiences

The following are internships performed periodically:

- Humanity Crew Organization, *Volunteer in Syrian refugee camps, in Thessaloniki-Greece, May 2016.*
- Diplomatic Academy of Vienna, *Executive training programme in European and International Affairs, Vienna, Austria, September 2013*
- Intellectual Encounters Project (IE), *Attending the IE International Workshop on “Reason and Revelation in Medieval Islam and Judaism”, Marrakech, June 2011*
- Spanish Red Cross(SRC), *Advanced Medical Posts workshop, March 2004*
- Palestinian Red Crescent(PRC), *participation in the International Movement of the Red Cross-Red Crescent training workshop, March 2003*
- Red Crescent, *April 1998 – July 1998, Bethlehem*
- Palestinian Counseling Center (PCC), *Sep 1997 – July 1998, Jerusalem*
- Palestinian Family Planning and Protecting Association (PFPPA), *Feb – July, 1996, Jerusalem*

Computer Skills

- Microsoft Office
- Amadeus flight reservation system
- Internet & email functions
- PowerPoint

Languages

Arabic(Native) ■ English (excellent) ■ Hebrew (fair) ■ German (beginner)

Supplemental Information

- Enjoy working-out, field work, swimming, and traveling
- Member of the Tennis team at Bethlehem University
- Enjoy Driving, license available since 1996

References Available upon Request