Raed

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[**Curriculum Vitae**](http://apps.olin.wustl.edu/faculty/said/cv.pdf)

17 years of working experience in human and institutional development, served as lecturer & trainer, consultant & researcher, executive manager and director. Bilingual in English & Arabic.

### Education

|  |  |  |
| --- | --- | --- |
| 2010-20122001 – 2003 | **PhD in Public Management** Thesis: governance and strategic planning **Master of Public Administration in International Management****( 64 credit hrs, covered: business, management, public adm. courses)** | Adelaide, Australia California, USA**GPA 3.67 / 4** |
| 1995 -1999 | **Bachelor in Business Administration** | Birzeit University, Palestine**GPA 3.7/4** |
| 1997 | **Certificate in Radio Journalism** | Birzeit University |
| 1996 -1997 | **Several Courses in Journalism** | Birzeit University |

### Professional Experience

# Consultant 2004- 2010

# Covering several topics in learning and development: Management & strategic planning, H.R., capacity building, Evaluation, Business plans, Marketing and Market Research.

# American University of Sharjah, School of Business & Management, UAE

Senior Coordinator, Consulting-Training Unit, 2008 – 2009

Prepare consulting and training plans

Develop services outlines- proposals

Develop communications and Engaging with local communities and organizations

Manage the unit services

Promote the executive education, consulting services

Promote academic programs (MBA, MPA, EMPA, EMBA)

# Ritaj Institute, 2004-2008

# Executive Director:

# Set strategic and annual plans

 Lead and manage the organization:

 main services, H.R, finance, PR, logistics

# Design training courses,

# Recruit trainers and consultants

#  Evaluate training programs and trainers

# Train staff.

# PNIN ( NGO), CEC, Ramallah

Director, 2003-2004

* + - Planning, organising, directing and monitoring overall org. activities
		- Monitoring financial, administrative and supplies activities
		- Supervising human resources: recruitment , evaluation and training
		- public relations
		- Preparing financial, managerial and performance reports
		- Train the district staff

# Bank of Jordan, Regional Management Office, Palestine

# Credit Analyst, 1999-2001

* + - Analysing credit applications: companies, individuals, and other facilities
		- Analysing client positions: financial, marketing and managerial
		- Responsible of micro- credit.
		- Following with Branches credit matters.
		- Preparing recommendations for credit applications

### Teaching and Training Experience

# 2000- 2010, Lecturer & Trainer, delivered many courses in management, business, human resources, marketing, public relations, and civic education (see page 3 & 4)

# 2008-2009, American University of Sharjah- UAE, Lecturer

Teaching: management, business, human resource mgt., leadership, public relations,

Strategic Planning, human development, and start your own business.

# 2005, Alquds University, Lecturer.

Teaching: management, business, Strategic Planning, human development, and start your own business

### Part-time Jobs

1. **Jerusalem Media & Communication Centre, Palestine ( part-time)**

*Researcher and Coordinator for Ramallah & Jericho District, 1995 – 2001*

# Al-Quds Centre for Strategic Studies, Palestine

Reporter for the youth magazine 1994-1998

1. **Women Technical Affairs Committee,** T.V researchers on women issues
2. **Media articles in:**

 Such as: Youth, Tasamouh, Falestine El-yaum, AMIN, Alquds AlArbi, Al-haqaaeq,

 and other electronic websites

### Voluntary Positions

# Faculty of Social Sciences, Australia

# PhD Representative in Academic Committee,

# Wasil for youth Development, Ramallah

# *Executive Director, 2007*

# Al Quds University - Development Studies Department, Jerusalem

*Coordinator of Development Studies Department Training Unit, 2005*

# Monterey Institute, California, USA

# MPA representative in Student Council, 2002

# Birzeit University – Faculty of Commerce, Ramallah

*Coordinator of Career Unit, 1997-1998*

# International Festival, Ramallah

*Public Relation Committee, 1997*

# Birzeit University – Faculty of Commerce, Ramallah

*Academic and Social Committee, 1996-1999*

# Birzeit University – Department of Media, Ramallah

*Founder & Director of Media Club, 1996-1997*

# Ramallah Cultural Festival, Ramallah

*Member of Media Committee, 1996*

### Research skills

Good research skills having undertaken numerous professional and academic research projects

### Acknowledgments

1. Acknowledgment from Department of Economic Development, Ras Alkaimah, UAE, 2009
2. Acknowledgment from Al Quds University, 2005
3. Awarded Master’s Scholarship from Academy for Educational Development, Clinton Scholarship Program, Washington D.C. - USA, 2001
4. Acknowledgments from Bank of Jordan:
	* + Established micro lending rules and procedures, Ramallah, 2000
		+ Excellent achievement in banking training courses, Ramallah, 2000
5. Awarded Bachelor's Scholarship from Ministry of Education, Palestinian Authority,1996
6. Four Commerce Faculty acknowledgements, Birzeit University, Ramallah, 1996 – 1998 (three general and one regarding participation in the career unit (1997)

### Training Delivered

* Develop marketing plans
* Human Resources Management
* Monitoring, Appraisal and Evaluation
* Managing training effectively
* Managing public relations
* Managing marketing campaigns
* Train of trainers
* Job design, Analysis & descriptions
* Conducting needs assessments
* Market research
* Strategic Planning: process and implementation
* Start your own business
* Business plans
* Marketing& Public relations skills
* Marketing Skills and marketing plans
* Presentation skills
* Building and managing teams
* Communication Skills
* Coordination and Public Relations Skills
* Conduct strategic plans
* Annual Plan, Work Plan & Action Plan Preparation
* Fundamentals of Management
* Managing campaign
* Advocacy and lobbying
* Leadership courses
* Using Media in Public Relations and Public Relations Strategies

### Attend Following Training

1. **Banking Courses:**
	* + Solve Problems of Micro Financing Program, USAID
		+ Bank of Jordan courses: Credit Facility, Financial Analysis, Letters of Credit, Bank Guarantees, Development and Recruiting Financial Deposit, Note in the Jordanian Business Law
2. **Planning & Conducting Candidate Forums**

 Tamkeen organization, Ramallah, 2005

1. **Good Governance: Concept and Implementation**

Monterey Institute of International Studies, California - USA, 2002

1. **Practical Implementation of Good Governance**

 Monterey and Pacific Grove Municipalities, California – USA, 2002

1. **Organisations Tour**

 Visiting over 50 non-profit organizations, California - USA, 2001 - 2002

# Jerusalem Media & Communication Centre (JMCC), Jerusalem

Many courses in research methodology and data collection, 1996 - 1999

# JMCC with the Cooperation of the World Bank, Ramallah

Training course in economic research, 1999

1. Palestinian Bureau of Statistics, Ramallah

Training in research methodology, sampling and data collection, 1997

### Conferences and Workshops Attended

* Alternative Development, NGOs , West Bank, Bisan, 30 June 2012
* Public Administration : The search for a model, Birzeit University, 2004
* The Policy Aspects of Nuclear and Missile Technologies, USA, 2002
* Global Leadership, USA, 2002
* Companies and Stockholders Strategy, USA, 2002
* Micro Financing Project Design, USA, 2002
* The Palestinian-Israeli Conflict, USA, 2002
* The Role of NGO’s in Economic and Social Development, USA, 2001
* India and Pakistan Conflict: The Kashmir Issue, USA, 2001
* Japanese Foreign Policy: Present and future role in the Middle East, USA, 2001
* Micro Financing, USAID, Ramallah, 2000
* Micro Financing, Birzeit Continues Education, Ramallah, 2000
* Shaping the Image of the Palestinian Uprising: Western Medias’ Role, Ramallah, 2000
* Obstacles and Problems of Economic Data Collection in Palestine,1999
* Women and Equity, Birzeit University, 1999
* Women and Lobbyists, Birzeit University, 1998
* The Role of Youth in Palestinian Society, Ramallah, 1997
* The Future of the Palestinian Youth Movement, Ramallah, 1996

### Publication

Community work - A unified model for NGOs. Alternative Development. (2012). West Bank: Bisan

Recruitment, Selection and Staffing: Negative Phenomena in the Palestinian Territories “Between the Spiritual Institutionalization and Bureaucracy”. (2012). Seyasst (19). West Bank: Institute of Public Studies.

Palestinian NGOs Identity, Community or unknown identity, (2011). Tasmaouh, (35), 63-87. West Bank: Ramallah Centre for Human Rights.

Internal Governance, Board member, General Assembly Role in leading Palestinian NGOs. (2011). Seyasst, 58-67. West Bank: Institute of Public Studies.

**Papers in progress**

Accountability of NGOs

Legitimacy of NGOs

### Professional and Research Projects

* International Fellowship Program : Manifest Goal and Hidden Agenda
* Turkey & European Union: Reasons of Delaying Turkey's request for Joining EU
* Strategic Management Project on the National Insurance Company
* The Budget Process of the Pacific Grove Municipality in the State of California
* Design and Establishment of the MBA program in Birzeit University
* Evaluation of the Salinas Municipality Youth Project in the State of California (group work)
* Evaluation of the Midterm Evaluation of the International Agriculture Organization in Jordan
* Evaluation of the Palestinian Model Parliament
* Evaluation of the Monterey Institute of International Studies Library Services (group work)

**Market Research**

* Principle consultant: Automobile Brand (FIAT) , Hebron- Palestine 2009
* Co-researcher: Participation in six market research studies including:

Coca-Cola, Ph-M cigarette products, Colon, and Baby Diapers,

 **Polling Studies**

* Participation in over 100 polling studies in Palestine.