***Curriculum Vitae***

***Personal Information:***

* **Name:** Moen
* **Date of Birth:** 12 Oct 1991
* **Nationality:** Jordanian
* **Marital Status**: Single.
* **Religion:** Islam.
* **E-mail**: [moen.334421@2freemail.com](mailto:moen.334421@2freemail.com)

**Education:**

* **2010 – June 2014 / Alzaytoonah Private University/ Amman - Jordan**

Bachelor degree in Modern Languages (English & French and their literature)

**Training Course and Projects:**

**1-Tourism Guide at Wade Rum (only for two weeks )(Desert camp)**

**2-technical support (Mobily.ws) 3 month project**

**Duties :**

**1-interpreter (English-Arabic, vice versa)**

**2-customer service**

**3-communication skills**

**4-documents translating**

**5-evaluation test (English) , making interviews in English**

**3-French advanced (SHORAKA Academy)(unfinished)**

**4-HR (SHORAKA Academy)(unfinished)**

***Experiences* :**

**1-Administrative assistant (Jordan Language Academy) for none native-speakers**

**Duties :**

**1-interpreter (English-Arabic, vice versa)**

**2-Receptionist**

**3-part time teaching (Dialect&ا ب ت)**

**4-Visa**

**2-11 days company**

**Duties :**

**1-documents translating**

**3-AS Academy شقائق العلم) )**

**Duties:**

**1-(Dialect,Fosha,media) as a part time teacher**

**2-assist manager**

***Activities:***

1. **Jordan Volunteers:**

Children care & charity Fair

1. **Kelmat Khair (Alzaytoonah university of Jordan )**

Children care & charity Fair

**3- Fast Walk event**

***Computer Skills:***

* **Excellent Knowledge of Windows Operating Systems.**
* **Excellent experience of all Microsoft desktop applications and Internet utilities.**
* **Excellent Knowledge of MS Application: Word, Excel, PowerPoint, Access.**
* **Excellent Typing skills.**

***Special Skills:***

* **Good communicating with other people**

**Linguistic:**

* **English:** *Written* – Excellent, *Reading* – Excellent.
* **French:** *Written* – V.Good, *Reading* – V.Good.
* **Arabic:** Mother Tongue.

**Authentic Reference:**

* **Upon request.**

**Hobbies:**

**-Charity Jobs**