**Heba**

**Heba.338813@2freemail.com**

**QUALIFICATIONS SUMMARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* MBA candidate with a focus in Human Resources management and promoter of social justice in business
* Experience teaching, training, monitoring progress and developing policies and procedures within government
* Language skills: Fluent in English and Arabic

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WILLAMETTE UNIVERSITY, Atkinson Graduate School of Management, Salem, OR**

**Master of Business Administration Candidate,** *May 2017*

* At-Large Representative in the governing body. Communicate with all the associations in Atkinson and be the link between them and the governing body. Helped start ACA “Atkinson Consulting Association”
* Treasurer in Society for Human Resource Management (SHRM) - AGSM Chapter. Help develop the association’s budget. Organize the budget for each event. Manage the reimbursements and the financial staff for the association

**ALEXANDRIA UNIVERSITY, Alexandria, Egypt**

**Bachelor of Teaching, focusing in science,** *2010*

* Recipient of “Outstanding student of the year” award 2009-2010
* First female head for the Social Leadership Team at any co-ed school in Alexandria 2009-2010
* Head of the sports committee 2008-2009 and social committee at student union 2009-2010

**EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salem Human Rights and Relations Advisory Commission, Committee MEMBER, SALEM-OR 2016**

***Commissioner 2016-2017***

*Responsible for advising and assisting the City of Salem regarding human rights and relations issues, through policy recommendations*

* Assist and connect those with discrimination concerns to information and resources
* Analyze data related to discrimination and hate instances in Salem

**City of salem, hr department, Salem OR**

***HR intern 2016***

*Responsible for analyzing data to recommend practices make the workforce in City of Salem more diverse*

* Analyzed data on current workforce and population in Salem and Eugene to assess the similarities and differences in order to create a SWOT analysis for hiring practices in the City of Salem to increase the work place diversity
* Conducted resources on EEO and the affirmative plan by looking at current practices and data for Salem and Eugene in order to make a recommendation for best hiring practices to promote diversity
* Interviewed departments managers and assessed city employees’ knowledge about diversity in order to make an educational plan to increase awareness about diversity in the workplace

**Nile language school, Alexandria, Egypt**

***Science teacher -American Division 2013-2014.***

*Responsible for teaching and evaluating the students, developing the lessons plans, and participating in science events*

* Monitored and evaluated individual student education progress to develop interactive lesson plans, and instructed students on proper use of equipment, materials, aids and textbooks which improved 85% of the students’ development
* Assisted staff members in assessing students’ attitude and learning problems by developing interactive methods and organizing many of inter-disciplinary activities that appealed to all learning styles, which helped the students to link all the subjects together
* **Through client recommendations, earned TRW Star Award in August 1997 and July 1998 and TRW Excellence Award in December 1998 for continually exceeding customer expectations.**

**Alryadaa association, Alexandria, Egypt**

***Project Coordinator, “Youth smoking and drugs prevention in Alexandria” 2011-2012***

*Responsible for regulating and organizing all the project’s events as well as preparing the reports*

* Organized 25 drug and smoking prevention events enabling outreach to 200 audience members in order to develop skills and tools for prevention.
* Lead soft skills training programs on presentation, communication, problem solving, making decisions and family and friends relationships at 20 schools and 6 youth clubs to raise the awareness of the danger of drugs and smoking
* Organized 15 events and activities in Alexandria’s beaches and clubs to raise the people’s awareness of the drug and smoking problem and how to protect themselves and their children

**LEADERSHIP&ACCOMPLISHMENTS&VOLUNTEERING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GOOgle youth communities, Alexandria, Egypt**

* HR manager at “Google Developers Group” Alexandria 9/2014 to present “Responsible for delegating responsibilities, recognizing talents, helping people to use their talents to better the organization”
* Team member “Google Business Group” Alexandria 2013 to present
* HR Manager Google I/O Extended Alexandria event in both 2014 and 2015

**National Council for Childhood and Motherhood (NCCM) 2012-2013**

* Member of the Young Advisory Board Committee, National Council for Childhood and Motherhood (NCCM)
* Participated in the preparation process of the National Strategy for Childhood and Motherhood through the strategic plan under the Young Advisory Board Committee