

# Hala Hanini

## Summary

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I am looking for a job in a reputable institution that matches my skills and abilities so that I can work on the progress of the institution and develop its goals and achieve them in a way that helps me develop my experiences and skills and learn everything new .

## Experience

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- ❖ **Work in Mutah School “Zarqa’a – Jordan”**(Feb /2020 – Present)
- ❖ **Makani Project Volunteer “UNICEF”** ( Jul 1<sup>st</sup> /2021 – Dec 31<sup>st</sup> /2021)

## Education

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- ❖ **Hashemite University**( 2016 - 2020)  
Bachelor Degree in Psychological Counseling

## Technical Skills

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- ❖ The ability to plan successfully
- ❖ Decision-making skill
- ❖ Problem solving skill
- ❖ Time management
- ❖ All office work and management
- ❖ Works well either independently or as a part of team
- ❖ Excellent computer skills

## Courses and Workshops

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- ❖ Data Entry course (May 1<sup>st</sup> /2022 – Jun 15<sup>th</sup> /2022) “Sir ALmehneh”
- ❖ Anxiety and Trauma Management Course “Certiport company”
- ❖ Problem solving and decision making course “Certiport company”
- ❖ Internet& Computing Core Certification (IC3) “Edraak platform”
- ❖ English Conversational Skills For Beginners course “Edraak platform”
- ❖ Workshop on how to generate financial fundamentals(Feb 7<sup>th</sup> – 8<sup>th</sup>2022) “Enhad Program”
- ❖ Entrepreneurship Technology Workshop “ Enhad Program”
- ❖ Workshop on violence “Naya Center”

## Contact

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Residence : Amman – Jordan

D.O.B : Apr 30<sup>th</sup> , 1998

Driving License : Yes

Marital Status : single

Nationality : Jordanian

## Languages

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- ❖ **Arabic** : Native
- ❖ **English** : Good

## Personal Skills

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- ❖ Accuracy in action
- ❖ Take responsibility
- ❖ Seriousness and discipline
- ❖ Ability to handle difficult situations
- ❖ Communication skill
- ❖ Motivation skill
- ❖ Tact and good manners
- ❖ Quick learner
- ❖ Innovative
- ❖ Work Under Pressure
- ❖ Flexible and Adaptive