

Shireen Abu-Alhija Resume

Contact

Address:

Jordan-Amman

Phone:

+962790911863

+962798275215

Email:

shireen.hija2024@gmail.com

shireen.hija@gmail.com

shireen220@yahoo.com

Languages

Arabic (fluent)

English – B1

Summary

A dedicated person with over three four years of work experience in teaching bachelor degree in human resource management, and assisting for fieldwork, communication skills.

Experience

Full time Lecturer at Jerash University - Full time (Mar, 2023 -present).

- Face to face and online teaching experience.
- Teaching various courses in Principles of Marketing, Human Resources Training, Talent Management, Management in Islam, Public Relations Management, Employee Relations, Principles of Public Finance, Administrative Business Management, Tourism and Hotel Management, Knowledge Management, and purchasing and inventory management.
- Prepare the syllabus for courses.
- Evaluate the students progress in the course by preparing worksheets, assignments, and exams.

Head of Business Adminstration Department at Granda Collage (March,2022-Mar,2023)

- Preparing study programs for the semester.
- Preparing the proposed study materials for each semester.
- Follow up the affairs of the teaching staff and students.
- Writing reports for the direct supervisor.
- Conduct regular teaching staff meetings.
- Adding and withdrawing materials for students at the beginning of each semester.

Full time Lecturer at Granada College - Full time (Sep, 2019 -Mar,2023).

- Face to face and online teaching experience.
- Teaching various courses in Diploma program such as entrepreneurship, quality of management, , production and operations of managment, microeconomics, human resource management, purchasing and inventory management.
- Prepare the syllabus for courses.
- Evaluate the students progress in the course by preparing worksheets, assignments, and exams.

Field Researcher and home visiting coordinator (part time) at Mindset Company (Sep, 2020 in Feb, 2022).

- Contact the clients to arrange appointments for home visit.
- Assign the client's situation to provide the services by visit client's home .

Trainee in the Directorate of Human Resources / Payroll Department at a Greater Irbid Municipality (Part time) (9/2017 - 9/2018).

Researcher at Department of statistics (Oct, 2017 - Feb, 2018) .

- Collect the research data by filed visits and help the targeted people to fill out the questionnaires.

Education

- Master of Business Administration at Yarmouk University, as a very good grade (%85.4) from (2016 - 2019).
- Bachelor of Business Administration at Yarmouk University an excellent Average grade (% 84.3) from (2012-2016).

Publications:

1. The effect of macroeconomic policy uncertainty on environmental quality in Jordan:Evidence from the novel dynamic simulations approach
2. Mediating Effect of Financial Behaviour on the Influence of Financial Literacy andFinancial Technology on Financial Inclusion Development in Jordanian MSMEs
3. INFLUENCE HIGH PERFORMANCE WORK SYSTEM ON EMPLOYEE CREATIVITY: THE MEDIATING ROLE KNOWLEDGE SHARING

Year .4	Journal	Research name	N
2023	Jordan Journal of Economic Sciences	The effect of macroeconomic policy uncertainty on environmental quality in Jordan:Evidence from the novel dynamic simulations approach	1
2023	Hunan Daxue Xuebao/Journal of HunanUniversity Natural Sciences	Mediating Effect of Financial Behaviour on the Influence of Financial Literacy andFinancial Technology on Financial Inclusion Development in Jordanian MSMEs	2
2023	Eur. Chem. Bull	INFLUENCE HIGH PERFORMANCE WORK SYSTEM ON EMPLOYEE CREATIVITY: THE MEDIATING ROLE KNOWLEDGE SHARING	3

Training

- JRS course General English B1 (2021).
- Data entry profession - Vocational Training Corporation (2019)
- ABITS English in British council (2017).
- English and academic skills course - British council (2017) .
- Leadership workshop in Renewed Creativity Charity Association (2017).
- The successful administrator in Renewed Creativity Charity Association (2017).
- Behavioral skills and industrial development and time management and Effective communication skills at the Dutch company Spark (2017).
- TOT round in Renewed Creativity Charity Association (2017).
- Workshop in Diploma of human development in King Abdullah Fund for Job Rehabilitation (2015).

Skills Highlights

- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel), Windows & Internet.
- Strong decision maker.
- Complex problem solver.
- Great attention to detail.
- Typing skills.
- High interpersonal skills.
- English Academic Skills.
- SPSS program.