

SUMMARY

Impact-focused professional with over nine years of experience in project and operations management within international development, specializing in strategic communications, stakeholder engagement, and community initiatives. Proven ability to develop advocacy and information materials, manage high-level events, and foster strong partnerships. Expertise encompasses project management, grant coordination, and effective communication strategies, enabling the delivery of impactful results and transparent information flow

KEY ACHIEVEMENTS

- [Strategic Communication & Outreach:](#) Conducted high-level events, significantly enhancing program visibility and stakeholder engagement.
- [Content Development & Reporting:](#) Authored and delivered high-quality reports and presentations, effectively communicating program outcomes and impact.
- [Partnership & Stakeholder Engagement:](#) Cultivated 13 successful partnerships, improving data submission and reporting efficiency by 15%.
- [Community Empowerment & Project Impact:](#) Managed 8 projects, empowering over 100 women and youth entrepreneurs to establish SMEs and secure funds.
- [Data-Driven Communication:](#) Conducted data analysis to inform strategic communication adjustments and increase participant satisfaction by 10%.

CERTIFICATES

- [Project Management Professional \(Candidate\)](#)
- [Gendered Monitoring, Evaluation, Accountability & Learning in project management.](#)
- [BIM Management Professional](#)

LANGUAGES

- Arabic

Native
- English

Proficient

EXPERIENCE

Projects Management & Coordination Specialist

DI-TECH | GJU

03/2026 Present JO

- Plan and execute of EDUSyria | ETSP component within DI-TECH's portfolio, demonstrating strong project management and coordination skills.
- Design comprehensive work plans and scheduled activities master plans, ensuring optimal resource management and project efficiency.
- Plan and execut info.sessions, bootcamps, meetings, and the graduation day, securing all logistics and approvals, communicating with the involved parties, and inviting the targeted audiences.
- Led and facilitated communication and collaboration between diverse stakeholders, including partners, entrepreneurs, investors, and mentors, ensuring effective partnership and project success.
- Liaised with startups and partners, meticulously following up on performance to ensure all requirements were met.
- Develop and review reports (progress, monthly, quarterly, and M&E reports) according to donor requirements with proper documentation and archiving.

Projects Management & Coordination Specialist

Jordan Start

11/2024 03/2026 JO

- **Project Management Support:** Successfully supported the management and execution of key donor-funded projects, including the E4DE project (GIZ) and the EDU-SYRIA project (EU), ensuring all project activities and deliverables aligned with organizational and donor compliance requirements.
- **Planning & Coordination:** Developed and implemented comprehensive project work plans, master schedules, and logistical arrangements for program activities, facilitating resource management and project efficiency.
- **Reporting & Documentation:** Produced and delivered regular, high-quality progress and final reports, presentations, and documentation that clearly communicated program outcomes, impact, and financial status to stakeholders and donors.
- **M&E and Data Analysis:** Developed and tracked key performance indicators (KPIs) and conducted in-depth data analysis on program performance, translating insights into actionable recommendations that informed strategic communication adjustments and improved participant satisfaction by 10%.
- **Stakeholder Engagement:** Acted as a central focal point for communication, cultivating and securing 13 successful partnerships/MOUs with diverse stakeholders, improving the efficiency of data submission and reporting by 15%.
- **Projects:** EDUSyria, Entrepreneurship for Sustainable Economic Development (E4DE), and The Tech Hubs.

Senior Projects Coordinator

Al Watad engineering & consulting

05/2022 04/2024 UAE

- **Project Oversight:** Coordinated all technical project activities across residential, commercial, and mixed-use developments, follow up monitoring progress against established timelines and budgets, which contributed to a 40% on-time project delivery rate.
- **Feasibility and Documentation:** Conducted detailed project feasibility analysis, communicating findings and recommendations to senior management to inform strategic decision-making and secure project viability.
- **Technical Coordination:** Utilized BIM software (Revit) to streamline project coordination and visualization, and ensured all required design documents, specifications, and permissions were secured.
- **Projects:** Residentials, Commercials, Mixed Use

KEY COMPETENCIES

- Project management
- Strategic Communication
- Stakeholder Engagement & Management
- Content Development & Reporting
- Event Management & Outreach
- Community Engagement
- Grants Management
- Cross-cultural Collaboration
- Technical Writing
- Monitoring & Evaluation

TECHNICAL SKILLS

Data Collection Tools

AutoCAD SketchUp Revit

Photoshop Google Suite

Microsoft Suite Podio

Slack

EXPERIENCE

Projects coordinator

TTI

05/2018 07/2021 JO

- **Program Implementation:** Led the coordination and implementation of four major entrepreneurial projects, empowering 180 women and youth entrepreneurs through strategic, technical, and logistical support.
- **M&E and Reporting:** Supervised project activities against set KPIs and provided monitoring and evaluation (M&E) actions that informed program adjustments. Developed and reviewed progress, monthly, quarterly, and M&E reports according to donor requirements.
- **Operational Management:** Managed all logistical and operational aspects for major events, including hackathons and meetups, securing permissions and handling stakeholder engagement to ensure seamless execution and community support.
- **Research & Information Management:** Contributed to ecosystem research for the ERC project, mapping over 480 organizations and 300 projects across 12 governorates, demonstrating meticulous information gathering and database management skills
- **Projects:** Shelnnovate, JOINUPI, Hack the Crisis Jordan, Youlnnovate, ERC

Research and Teacher Assistant

JUST & Yarmouk universities

12/2015 04/2018 JO

- Led research coordination and communication within the team, fostering a collaborative environment for academic projects and ensuring effective information exchange.
- Reviewed data collection processes and suggested optimal methodologies, enhancing the accuracy and relevance of research outcomes and communicating these improvements to the team.
- Conducted site visits and participated in collecting qualitative and quantitative data, and effectively communicated findings and observations.
- Supported students in developing their technical skills, providing clear guidance and feedback to contribute to their academic and professional growth.

Architect

Hasan Abu Assi Engineering Consultancy Office

2016 JO

- Prepared architectural design details for proposals with sketches and 3D shots, effectively communicating design concepts visually.
- Coordinated drawing specifications to meet project requirements, ensuring clear communication between design and execution teams.
- Coordinated drawings with other engineering disciplines, facilitating interdisciplinary communication for project integration

EDUCATION

Masters of urban planning & studies

College of Architecture and Design

09/2015 05/2019 Jordan University of Science and Technology

Bachelor of City Planning and Design

College of Architecture and Design

09/2010 06/2015 Jordan University of Science and Technology