

AMANI ALBDOUR

PROFESSIONAL SUMMARY

Amani Albdoor is a full-time Lecturer at the Department of Industrial Engineering at the German Jordanian University. She holds an M.Sc. in Environmental and Renewable Energy Engineering from GJU (2020) and a B.Sc. in Industrial Engineering from the University of Jordan (2013). Over 11 years of experience have been gained in teaching, mentoring, and research support. Her research interests include simulation, optimization, and supply chain management. She is proficient in tools such as Arena, Python, Minitab, ProModel, SPSS, AutoCAD, and ErgoFellow.

EDUCATION

Master of Science in Environmental and Renewable Energy Engineering, Feb. 2020

German Jordanian University - Amman, Jordan

Graduated with 84.5% GPA, very good assessment

Bachelor Degree of Industrial Engineering, Jan. 2013

University of Jordan - Amman, Jordan

Graduated with 3.51 GPA, very good assessment

General Secondary Education Certificate: Scientific, Sep. 2008

Shobak Secondary School for Girls- Maan, Jordan

EXPERIENCE

Full-time Lecturer| Industrial Engineering Department

German Jordanian University- Amman, Jordan

Feb. 2025 – Current

- Teach courses offered by the IE department, such as Probability and Statistics, and Engineering Economics.
- Design lectures, problem-solving sessions, and practical activities to enhance understanding.
- Align course content and outcomes with departmental goals.
- Prepare lectures, exams, and course materials.
- Support student learning and provide academic guidance.

Member in the Accreditation and Quality Assurance Committee| School of Applied Technical Sciences

German Jordanian University- Amman, Jordan

Oct. 2018 – Current

- Preparing the statistics and needed for the **Taskeen** Local accreditation (Nov/2023 – Current).
- Preparing the statistics needed for the German accreditation – **ASIIN** (Mar-Apr/2021).
- Reviewing and editing all bachelor study plans in School of Applied Technical Sciences (IE, TME and ME study plans; Sep 2020 – Current).
- Monitored activities as well as supporting systems, making sure that they met all compliance regulations.
- Conducted evaluations to identify weak areas and identify problematic issues while promoting corrective methods.

Teaching and Research Assistant | Industrial Engineering Department

German Jordanian University- Amman, Jordan

Aug. 2013 – Feb. 2025

- Conduct lab sessions; review experiments beforehand, ask and answer student questions, and evaluate students' lab work, lead laboratory sections, tutorials, and discussion sections.
- Demonstrate use of laboratory equipment and enforce laboratory rules.
- Maintained equipment and facilities in good working order.
- Performed administrative activities like taking attendance, grading assignments, and maintaining student records.
- Enhanced learning plans and quantified student progress using quizzes, essays and projects.
- Proctor examinations.

Administrative officer | Deanship of Graduate Studies

German Jordanian University- Amman, Jordan

Jul. 2024 – Sep. 2024

- Provide guidance and support to prospective students during the admission process.
- Review and process admission applications for graduate programs.
- Adjust the forms and develop Standard Operating Procedures (SOPs) to ensure full compliance with the Deanship's instructions and guidelines.

Team member | Admission and Registration Department

German Jordanian University- Amman, Jordan

- Possessing two years of expertise in effectively resolving issues and challenges related to plan management and registration.

Coordinator in EDUSyria Project|

German Jordanian University- Amman, Jordan

Sep. 2016 – Dec. 2016

- Ensure timely completion of tasks, providing administrative support to the project team.

Local Internship| Industrial Development Department

Ministry of Industry and Trade- Amman, Jordan

Jan- Aug 2012



SKILLS

- Teaching/tutoring
- Classroom preparation and maintenance
- Student assessments and student safety
- Academic research
- Quality assurance and control
- ARENA, Python, Minitab, AutoCAD, Ergofellow, Promodel, SPSS, Microsoft office: Word, Power Point, Excel proficiency
- Data collection, entry, and analysis
- Extremely organized
- Technical report writing
- Interpersonal Communication
- Time Management
- Self-motivation
- Teamwork



CERTIFICATES

- **Academic Practice License**
Jan. 2025
- **Python training**
Sep. 2021
- **Occupational safety**
Mar. - Apr. 2020
- **Certified lead Auditor ISO 9001:2015**
Sep. 2018
- **Middle management training program**
Nov. 2018



REFERENCES

- Dr. Ziyad Masoud,
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