



## Yazan Hakam Lahlooh

### Personal profile

**P&DOB:** Amman / May-4-1983.

**Marital status:** single.

**Nationality:** Jordanian.

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### Objective

Seeking a good opportunity that will be challenging for me by which I can be a contributive member in the society, besides having the approach to be a leader in my major

### Education

Higher degree: Bachelor of English translation.

P&DOD: Al-zaytoonaha private university of Jordan /June-15-2007.

Average: good.

High school degree: Marj alhamam high school / June-30-2002.

### Languages

English excellent in writing / speaking / reading

Arabic (native speaker).

### Computer skills

1 Microsoft office (word 2000, word 2003, word 2007, excel 2000, 2007).

2 Windows (XP, millennium, 2000, vista).

3 Internet applications.

### Work experience

**\* 3 years of experience in teaching English language:**

- Teaching in the UN schools (UNRWA) since 26th of Feb 2010 till now.
- Teaching English in public schools from 17th of Aug 2009 till 25/2/2010.
- Duties:

**\* To teach English to many types of students with taking in consideration their culture and background.**

**\* To prepare weekly reports about the student's performance by using assessment tools and strategies documented by certain forms.**



\*To prepare work sheets and extra-work handed to the students by which their performance and acquisition of the language can be assessed.

**\* Working in orient shipping & trading Co. as a marketing officer (orders coordinator). Since Dec 20th 2007 till Aug 30th 2008.**

Duties are but not limited to:

1. To ensure that commissions and bills for each shipment be paid and remitted to our company's account by the consigner.
2. To conduct negotiations regarding certain products' prices with the supplier along with the consignee.
3. To provide the managing director with feedback regarding all transactions.
4. To ensure that all transactions are going properly and correctly via commercial correspondences.
5. Searching for leading companies in and out the Middle East specialized in fertilizers and offering them competitive prices for many products.
6. Arranging for forwarding the orders to the suppliers abroad.

**\* Certified translator with one year experience at olla alqubteen center. Sept.5-Oct 25 2006-2007.**

1. to edit, correct, writes BA dissertations.
2. to translate different types of documents legal, scientific, social.

### **Training courses**

140 hours HR management training by Maharat internship program at BDC center (Business development center, funded by USAID-United States agency for international development), it includes many topics:

1. Introduction to HR management.
2. Interviewing & selection.
3. Strategic human resources human management.
4. Managing diversity and equal employment opportunity.
5. Employee rights and discipline.
6. Compensation strategies and practices.

Etc.....

**Setting a training plan and conduct a job description for Eskadenia IT and software Co.**

**# Attending an educational psychology course (EP) which is funded by the UNRWA & UNISCO for duration of one year as a high diploma, from 1/9/2010 till /8/2011.**



# Attended an intensive training course for 14 hours at the British council titled TKT (Teaching Knowledge test), and it is concerned with the new methodologies of English teaching.

### References

Available upon request.

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