

LOBNA M. GHANEM

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• Date of Birth: 7th March 1988

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

EDUCATION

- HR Academic MBA- October 2012, GPA 3.63
Dissertation Title: *The Impact of Perceptions of Organizational Justice on Organizational Citizenship Behaviour* (Grade: Excellent)
- Bachelor degree of Business Administration from the Arab Academy for Science and Technology(AAST), class of June 2008, MIS major (Management Information System), with a GPA 3.81 (Grade: Excellent with honours)
- Modern Education Schools, class of 2004, National Education (Thanweya Amma)

TEACHING WORK EXPERIENCE

- *September 2014- Present:*
 - Assistant lecturer in University of London International Programmes at AAST under the academic supervision of London School of Economics (LSE), namely "Business and Management in Global Context"
 - Help in developing and teaching a study skills program given to students in the international Programme of University of London.
- *December 2012- Present:*

Assistant Lecturer in the Arab Academy for Science and Technology, lecturing courses of:

 - Research Methods in Business
 - Marketing Research
 - Organizational Analysis and Design
- *September 2008- November 2012:*

Teacher Assistant in the Arab Academy for Science and Technology, giving tutorials of:

 - Principles of Management (1 and 2)
 - Research Methods in Business
 - Human Resources Management
 - International Business Administration
 - Negotiations and contracting skills
 - Marketing Research
 - Marketing Management

As well as tutorials in Cardiff programme, one of the international programmes in the Academy:

- Principles of Management (1 and 2)
- Organizational Behaviour
- Human Resources Management
- Research Methods in Business
- Marketing Research

Besides giving crash courses for University of London International Programmes' students to fulfil their AAST requirements:

- Consumer Behaviour
- Organizational Analysis and Design

Administrative work experience:

- *August 2013- present*
Academic coordinator of University of London International Programmes at AAST
- *February 2013- August 2013*
Head of the examination control unit of AAST
- *July 2009- February 2013*
Member of the examination control unit of AAST
- *July 2009- August 2013*
Member of the schedule developing and installing committee of AAST (developing the academic working schedule for each semester and installing the schedule on the academy's computerized system)
Responsible for dealing with special cases on the computerized system of the academy (responsible for pin codes for lecturers for using the academy's computerized system, and responsible for registering students with special cases on the computerized system of the academy)

Other work experience:

- Training summer 2007 at APEX pharmaceutical company.
- A secretary in a psychologist's clinic down town during summer vacations and holidays to gain more experience in dealing with people and gaining a different perspective on issues the society is afraid to tackle.

SKILLS

- **Languages:**
Arabic: Native Language.
Excellent command in English, written and oral. (*IELTS Score: 7.5*
Listening: 8.5, Reading: 7.5, Writing: 7.0, Speaking: 7.5)
- **Computing:** Excellent command of IT skills (MS office, PowerPoint, access and Excel) and perfect command in using the Internet (*ICDL certified*)
- Fast learner
- Committed and can work under stress
- Friendly, outgoing and tolerant
- Can deal with different types of people

INTERESTS

- I like everything related to humans, their traits and personalities. I've attended a couple of courses for Human Development, and actually gave my first human development course at my third year at college, which was about: Ethics.
- Board member of a charity club in the academy called Care Club during my third and final years of studies in the university.
- Board member for a committee in the academy called "AASTians for Gaza" aimed to revive the Palestinian cause during my first working years in the university.
- Supervisor in a social forum on the internet in my third year of studies in the university.
- Head of translation department for an on-line team called sona' net in my second year of studies in the university.
- Other interests to meet new people and see the way they think and react and to learn new things from them.
- Learning in all possible fields.