

CURRICULUM VITAE

Ebtihal Ali Al-Tarawneh

PERSONAL DATA:

Date of Birth : March -3 -1983.
Nationality : Jordanian.
Marital Status : Married
Place of residence : Jordan – Aqaba

EDUCATIONAL BACKGROUND:

- BSc. degree in Computer Science
Institute: Jordan - AL Hussein Ben Talal University - Faculty of computer engineering & information technology–2006

WORK EXPERINCES:

January 1st, 2014 – Till Now

Advocacy & Outreach Program Manager at The Royal Marine Conservation Society of Jordan (JREDS)

Tasks and responsibilities:

- Develop programs, initiatives and activities to raise awareness of the importance of protecting and effectively implementing the marine environment and its associated areas
- Supervising and preparing and implementing the publications of JREDS in line with the objectives of the institution and its strategic vision.
- Supervising the volunteers of JREDS and guaranteeing their abilities and capabilities to achieve the goals of the institution and its strategic vision
- Develop awareness workshops and conferences that support JREDS objectives and strategic vision
- Develop and strengthen relations with the stakeholders of the program and the Society in order to ensure their support during environmental issues related to the marine environment.
- Develop and strengthen relations with local communities in the city of Aqaba and maintain coordination, communication to raise awareness and culture towards the marine environment
- Managing and sustaining the website of JREDS and advising the executive director on the mechanisms of developing the site to serve the objectives of the institution and its strategic vision
- Supervising and ensuring the implementation of projects that fall within the program of Outreach and advocacy to achieve the objectives of JREDS.
- Participate actively in the search for suitable fund opportunities and prepare project proposals and follow them to reach the required funding phase that achieves the financial sustainability of the program and the institution
- Activating the social media means of JREDS including but not limited to Facebook, Twitter, YouTube and others, in order to promote awareness and culture and serve the goals of the institution and its strategic vision

- Develop, update and provide a clear database of stakeholders that includes their needs and abilities in support of the outreach and advocacy program, and the detailed communication plan for stakeholders and accessible to the team.
- Participate in the preparation of the required program reports whether or not (financial, annual, progress reports, quarterly reports, performance evaluation reports)
- Work on the preparation of annual reports of the sponsors and according to the nature of the project or unit and the highest degree of professionalism
- Creating new ideas that will develop unity and improve their work
- Find suitable funding sources that will sustain the unit in particular and the society in general

January 1st, 2013 – December 31st, 2013:

Activities and Volunteers Unit Coordinator at The Royal Marine Conservation Society of Jordan (JREDS)

Tasks and responsibilities:

- Developing, Establishing the Unit Job Description.
- Planning, developing and implementing Media strategies;
- Evaluate advertising and promotion programs for compatibility with public relations efforts.
- Establish and maintain effective working relationships with local and municipal government officials and media representatives
- Observing, organizing events including Campaigns, workshops, trainings, press conferences, exhibitions, open days and Field tours;
- with spokespeople;
- Developing, Implementing membership communication processes
- Developing, Implementing Volunteers Polarization Strategy

January 1st, 2012 – February 29th, 2013:

Project Coordinator “Advocacy Project”- at The Royal Marine Conservation Society of Jordan (JREDS)

Tasks and responsibilities:

- Monitoring and development the progress of the Action Plan in terms of project implementation and financial matters "such as the budget", in a monthly basis.
- Coordination and networking with partners from Coalition agencies and any other related the project.
- Conduct surveys and research studies for the project environment.
- Monitoring and evaluation of the project implementation progress.
- Managing & controlling the financial issue for the project and budget flow.
- Documenting all actions and activities of the project in a written reports and documentation of meetings and workshops.
- Pre & post training needs Assessment and evaluation for the target group in the project.
- Development & capacity building of institutional in Advocacy for the entities and agencies involved in the project.
- Identify the training needs of the target group of the project
- Implementing the training sessions to raise and build the capacity of the target group of the project.
- Preparing and raise the technical and financial reports in monthly basis to the donors

February 1st, 2008 – December 31st, 2011:

Administrative assistant at The Royal Marine Conservation Society of Jordan (JREDS)

Tasks and responsibilities:

- Writing Formal Letters and Invitations.
- Writing Reports and minutes of meetings.
- Organize and manage files electronically & manually.
- Create a computerized system for Filing and reports and documentation
- Create a computerized system for HR issues.
- Following up All the financial Issues in Aqaba office.
- Receipt and disposal of pity cash for the office and settled with the financial management.
- Bring Prices offers and making comparisons.
- Arrangement & Management for meetings & work Shops.
- Arranging Visas, booking tickets & hotels.
- Create & Preparing & designing HR forms, Application forms, Evaluation forms. Daily and weekly plans. Reports forms.
- Design a computerized programs using Movie maker, Excel, Power Point Presentation, MS project, Access Database. Microsoft Applications.
- Using office outlook program for e-mails & arrangement the deadlines.

Certifications:

- Advocacy Fellow Program 2017 – New Tactics in Human Rights – USAID-FHI360
- Policy Dialogue Fellow Program 2016 - United Nation - The Civil Society Facility South Program – Dialogue Fellows program 2016.
- Certified Trainer of ICDL – Ministry of Education - 2008

TRAINING COURSES:

- Training of Trainers (ToT)
- Advocacy Methodologies and Tactics
- Community Mapping
- Stakeholder Analysis
- ICDL
- Oracle 9i
- Web site designing
- Communication skills & business Etiquette
- Stakeholders dynamics
- Projects Managements
- English for Truism training course
- Advance English training course

LANGUAGES:

- Arabic: Native
- English: Very good