

# Hala Al-refai

English literature

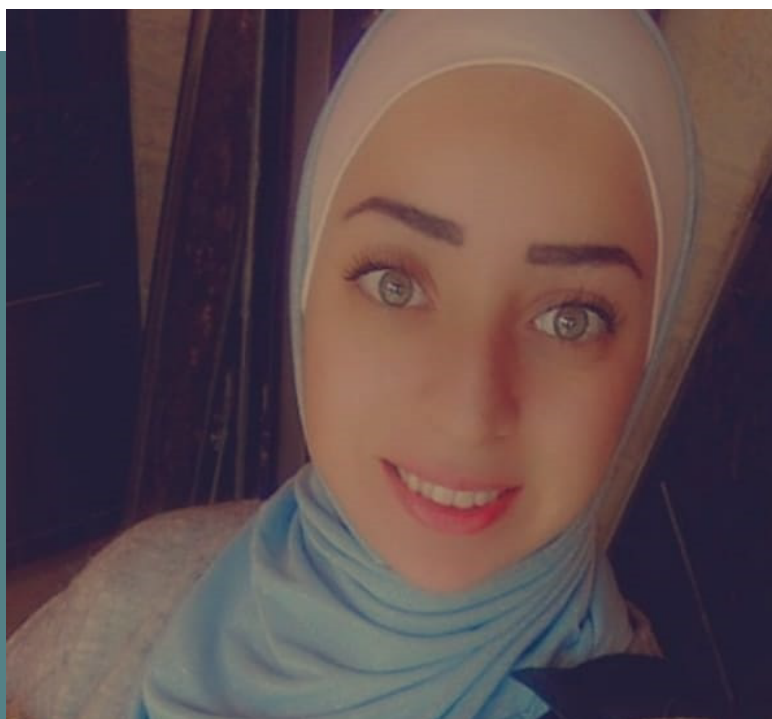
## CONTACT

+962 778866229

alrefaihala70@gmail.com

Jordan - Amman - Almoqabline

July 09, 1993



## ABOUT ME

To obtain a position in a professional atmosphere that presents me with a new challenging idea and concept.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, will enable me to make a substantial contribution to your company.

I believe that a challenging environment such as yours will allow me to develop my skills.

## languages

**Arabic** ● ● ● ●

**English** ● ● ● ●

## SKILLS

- Teaching English language
- Speaking and writing very well in English
- Microsoft programs
- Receptionist activities
- Leadership and ability to lead a team
- Handling all kinds of customers
- Secretary activities
- Data entry ability
- Fast learner
- Very well fast typing for English and Arabic language

## EDUCATION

**2013-2017**

**Philadelphia university - Jordan**

English language and literature

## EXPERIENCE

**7.2.2021**

**Makane**

Lead Generation 7.2.2021 -

- 30.11.2021  
Quality Assurance
- 1.12.2021 - 25.4.2022  
Store Builder
- 4.7.2022 - present  
Responsibilities:  
creating and editing  
content

**05.2020-11.2020**

**speed delivery company**

Follow up with the delivery

**08.2018-01.2020**

**Aramex international LMT**

call center - Customer service

**01.2018-06.2018**

**Al-Regep institute**

English teacher

**09.2017-06.2018**

**Reval Academy**

English teacher trainee