

RANEEM AL-TARAWNEH

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EDUCATION

2017-2018	High School degree, Amman, Al Orouba School <ul style="list-style-type: none">GPA: - 90.4
2018-2022	University degree, Al Zarqa, Hashemite University, Industrial Engineering <ul style="list-style-type: none">GPA: - 2.71
2023	NEBOSH certificate, England – London, The national examination board in occupational safety and health
2023	IOSH certificate, England – London, The Institution of occupational safety and health

EXPERIENCE

1/11-29/12/2022 Internship at Kareem Logistics Co.

- I learned the comprehensive meaning of clearance in more than one section of incoming and outgoing, checking the papers necessary to make container signs, organizing them later in the form of (customs declaration), and then tracking them until they reach the port.

10/9/2023-
11/3/2024

Marketing team member at Amman Chamber of Industry (EJABI)

- My responsibilities included collaborating with the team to brainstorm and develop marketing plans, creating content for social media, email, and website, and talking with industrial companies and individuals to generalize the monthly programs and workshops of the training institute.

ACADEMIC RESEARCH AND PROJECTS

2023

- Project title: Study of composite materials- the effect of reinforcing epoxy with fiberglass, powder glass, and chopped graphite.
- Main goal: Synthesizing 65 samples of enforced epoxy using different percentages of the enforcement material to study its effect on the material's tensile strength.

COURSES

2020	IELTS <ul style="list-style-type: none">• Score:- 7
2021	E-Marketing
2021	Design and product engineering
2021	Soft Skills
2022	Lean management workshop
2022	Supply Chain Risks
2023	Modern language center- English course
2023	King Hussein Business park – English conversation course
2023	Advanced Excel Course - Euro-Jordanian Advanced Business Institute (EJABI)

PERSONAL SKILLS

Mother tongue Arabic

Other languages English: Fluent

Job-related skills

- Excellent team worker
- Problem-solving skills
- Work ethics and great communicator
- Flexibility and willingness to learn
- Great negotiator
- Project management and marketing abilities
- Data analysis skills

Computer skills

- Good command of Microsoft Office tools
- Advanced Excel skills

Cover letter

Dear Hiring Manager

I understand that you are seeking an Industrial Engineer, and I think I'd be a good match for the position and would very much appreciate your consideration.

I am a hard worker skilled in problem-solving and time management and believe continuous improvement is the key to success. I take initiative and get things done on my own as well as with others by continuously learning new skills.

I would greatly appreciate your review of my resume. I believe that I can be a valuable addition to the administration so we can reach your goals. I am available for an interview or further discussion, thank you for your time.

Sincerely,

Raneem Al-Tarawneh