

Seeking for a position where I can improve my skills and to bring my knowledge and experience from my position as an administrative employee in the Foreign Relations office at Al-Zaytoonah University, and the last position as an instructional designer at Integrated Technology Group.

# Israa Abu Roman

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## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused
- Working Under Pressure
- Team Player
- V Good Communication Skills
- Fast Learner
- Computer Skills
- Lesson and curriculum planning
- Course development software
- Visual design skills
- Instructional design
- Learning theories
- Learning management system
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## Languages

Arabic – C2  
English – B1

## Experience

**1-02-2022 – 28-09-2022**  
**Instructional Designer at (Integrated Technology Group ITG):**

**Responsible to design and develop learning and practicing experiences**  
**The goal is to facilitate learners in acquiring knowledge, skills and competences in an effective and appealing manner.**

- Analyze Client Source Content to Identify Learning Objectives and Appropriate Instructional Strategies
- Design and Develop E-Learning Storyboard
- Analyze Input from Subject Matter Experts (SMEs) to Create and Modify Instructional Materials
- Assist in the Development of Course Materials that are Functional, Intuitive, Informative, and Consistent with Sound Instructional Design Principles
- Determine Instructional Effectiveness Of course Materials that are Developed
- Provide Methods for Learning Needs Analysis to Ensure Appropriates of Online Instructional Materials to Design and Develop Educational Content and Curriculum Products
- Ability to use the Flexibility Offered of Multimedia Applications to Target Specific Learning Objectives and Audience
- Explore Latest E-Learning Mythologies, Technologies and Trend

**2017-2020**  
**Foreign Relations office at (Alzaytoonah University):**

- following-up the transactions of the exchange students who participate in the European program (ERASMUS+).
- following-up the transactions of the exchange students who participate in the Turkish program (Mevlana).
- following-up the transactions of the exchange academic staff who participate in the European program (ERASMUS+).
- following-up the transactions of the exchange academic staff who participate in the Turkish program (Mevlana).
- Following- up the incoming and outgoing E-mails of the Foreign Relations office.
- Organizing the quality assurance files for the transactions and procedures of the Foreign Relations office.
- Amending the agreements according to the approved forms in the Foreign Relations office and following up the procedures for signing them.

## Education

2011-2014

**Bachelor of literature of English and French languages-**  
**Al-Zaytoonah Private University, Jordan**  
**GPA:86,6 (Excellent)**

## Certifications

ICDL

Toefl IBT