




HAYTHAM DAWOUD ABU ATIYYEH

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 Sport City – Alzamakshari
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– Jordan

SKILLS

- Project Management
- Account Management
- Project Budgeting
- Strategy Development
- Contract Negotiation
- Process Improvement
- Time management
- Reporting Strategic Planning
- Team Building
- Creative & Critical Thinking
- Multi-tasking
- Training & Development
- Problem-solving
- Strong Work Ethic
- Self-Motivated

COMPUTER SKILLS

- All Microsoft Office applications
- Proficiency in using most Adobe Creative Suite applications (Photoshop, Illustrator, InDesign)
- Website Development using WordPress.
- Digital Marketing. (Using social media platforms to promote websites, campaigns)
- Have a Good background in PHP, MYSQL, Java, and Linux Servers.
- Familiar with most of the CMS/scripts/Open Sources.
- Good background with HTML, HTML5, CSS3 and Bootstrap.

LANGUAGES

- Arabic: Mother Tongue
- English:
 - Listening: Excellent
 - Reading: Excellent
 - Writing: Excellent
 - Speaking: Very Good

PROFILE SUMMARY

Projects Manager with a demonstrated history of working in the civic & non-profit organizations industry has deep functional and operational expertise in leading projects that reduce costs and increase performance and reliability. A proactive leader skilled in fostering positive morale, providing personal and professional development opportunities, and identifying intrinsic motivators. Accomplished in developing and implementing best practices, processes, and procedures that drive performance, productivity, and quality improvements. To be a contributing part of a successful company, where I may apply my education and experience to better my career while continuing to gain knowledge.

CORE QUALIFICATIONS

- Ability to manage multiple tasks with excellent follow-through, professional communication, and attention to detail.
- Excellent organizational skills and strong attention to detail, with proven ability to handle multiple tasks effectively.
- Demonstrated ability to handle confidential information, with strong ethical conduct and personal and professional integrity.
- Knowledge of fundamental business principles and company goals and objectives.
- Proven relationship management & networking ability across the organization.
- Supervises and organizes project and task workloads and selects individuals most qualified for assignments.

WORK EXPERIENCE

Project Manager

10/ 2021 - Current

Community Media Network CMN

Managing a project supported by Google News Initiative GNI, to Produce a web Platform that aims to create a visual map of key decision-makers in Jordan through collecting their public data and illustrating the connection between them based on their family, work, business, or other relationships, using AI technologies.

This tool will help to increase decision-making transparency in Jordanian society and the public sphere.

Digital Business Consultant

06/2020 – When needed

Innovative Business Consultancy

Provide consultations and IT business management solutions to help enterprises to transform their business into Digital.

Operations Manager

03/2017 - 09/2021

Center for Defending Freedom of Journalists (CDFJ) | Amman, Jordan

- Recommend changes in services and policy by evaluating results and competitive developments.
- Oversee the implementation plan & facilitate the mobilization of the whole project and ensure that all project staff is abided by their roles and responsibilities, especially in the administrative aspects and implementing the activities and report directly to the Executive President.
- Manage budgets and forecasts
- Perform quality controls and monitor project KPIs
- Recruit, train and supervise staff
- Find ways to increase the quality of customer service

Coordinators' Team Leader & M&E Officer

10/2014 - 02/2017

Center for Defending Freedom of Journalists (CDFJ) | Amman, Jordan

- Coordinate certain programs and developing its concept, especially regarding youth, to find the best way to link youth with freedom of expression and media.
- Provide day-to-day mentoring to team members and coordinators on performance metrics, program processes ensuring team members are performing in line with program standards.
- Compile and provide a wide range of routine reports related to programs operations for the management and clients.
- Oversee the budgets, scheduling, and risk analysis for the projects.
- Manage multiple projects individually and as a team, all simultaneously.

FREELANCE JOBS

Web Developing

- Have a combination of graphic design skills and technical computer skills that allow me to create particular designs on web pages and deliver good-looking websites that are functional and secure and meet clients' requirements.

Graphic Design

As a Graphic designer, I create visual communications to convey messages effectively and pleasingly. This incorporates several tasks and responsibilities.

- Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements, and other communication materials using computer software programs, such as Adobe's Creative Suite—including Photoshop, Illustrator, and InDesign.
- Meet with clients to gain an understanding of what they want their proposed communications to look like.
- Produce drafts for review by clients and make revisions based on the feedback received.
- Review final productions for errors and ensure that final prints reflect client specifications.

REFERENCES

Available Upon Request

M&E Officer & Project Coordinator

07/2014 - 09/2014

Center for Defending Freedom of Journalists (CDFJ) | Amman, Jordan

- Develop project plan based on business requirements, arrangement of the project team, project metrics design, KPI's and reporting.
- Guide the technical aspects and direct projects to cross-functional teams.
- Supervise and control project milestones, tasks, scope, timelines, expenses, and risks impacting projects.
- Estimate logistics-related resources and time and establish priorities within the project team.
- Oversee and control logistic project progress.
- Establish projects goals and objectives and provide instructions to respective team members.

Website Manager and Social Media Expert

11/2013 - 06/2014

Al-Arab Al-Yawm Daily Newspaper | Amman, Jordan

- Leverage measurement tools to provide progress reports and insights while continually finding ways to improve those metrics by testing new initiatives.
- Analyze website and recommended various testing programs for content.
- Using social media marketing tools to create and maintain the company's brand

Senior Projects Coordinator

02/2009 - 10/2013

Center For Defending Freedom of Journalists (CDFJ) | Amman, Jordan

- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Developing project strategies and determining project changes.
- Providing administrative support as needed and undertaking project tasks as required.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable, with plan objectives.

Website Management & Coordinator

06/2002 - 01/2009

Center for Defending Freedom of Journalists (CDFJ) | Amman, Jordan

- Document and perform quality control on all updates to the company website.
- Update procedure manuals and maintained website standards documentation.
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed, and stored.
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes, and emails.
- Participate in project design meetings and propose improvements if necessary.

EDUCATION

MSc Digital Business

Anticipated Graduation Date 2022

University Of Salford –Manchester (Robert Kenedy College)

B.A English Translation – Translation Department

2002 - 2007

Damascus University (Open Learning Department) | Damascus – Syria

Diploma in a Medical Lab Technician with an Excellent Estimate

1999 - 2001

Damascus Training Center (Intermediate Collage) | Damascus – Syria

COURSES & WORKSHOPS

- "Proposal Writings Course" by the Arab Trainers Union cooperates with Arab Innovation for Training and Consulting Company.
- Organizational, Monitoring & Evaluation course by FHI360 - USAID
- Participating in International Institute for Journalism IJJ - summer academy 2008 organized by Capacity Building International, staying in Germany for a month and engaging in experience exchange activities related to media and journalism
- Positioning as a co-trainer in training workshops organized by CDFJ
 - Social Media and blogging workshop (3 days)
 - Writing for News websites (3 days)
 - Freedom Messengers Program (Several workshops)
- English courses in American language center (ALC)