

ENAS AL-SHANNAG



Administrative

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EDUCATION

2016

Yarmouk University

Bachelor of Computer Information Systems.

2022

Jadar University

Master Of Business Management.

SKILLS

- Technical and computer skills.
- Leadership.
- Hard worker, Problem Solving.
- Quick learner.
- Working Under Pressure.
- Personal Management & Well organized.
- Decision Making.
- Critical Thinking, Goals Setting.
- Able to work in teams.

Highly skilled Administrative professional. A confident I who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Seeking a role of increased responsibility and authority. Adept in managing and maintaining an organized documentation system, working one-on-one with customers, and providing optimal front-end and back-end support.

WORK EXPERIENCE

TEACHING ASSISTANT AND LAB SUPERVISOR

Jan 2016 - Sep 2022

- Support students with laboratory subjects and programmes.
- Supervise, train and coordinate the scheduling of laboratory assistants.
- Supervise students' use of computing equipment and ensure laboratory guidelines are followed by developing instructional materials for the use of laboratory hardware and software.
- Identifying, analyzing, and resolving technical problems in a professional manner by providing guidance to students and faculty members on various programs, tools, and applications.
- Assisting faculty members during lectures by following up students in using educational programs, and completing lectures during practical application.
- Helping faculty members during exams, by monitoring and organizing exams.

Quality Officer

Sep 2022- Present

- Following up the development and creation of new majors and their approval at the university.
- Following up the standards of the Accreditation and Quality Assurance Commission for higher education institutions and disseminating them to colleges within the university.
- Preparing and following up all books and correspondence related to the work of the department, and transferring them to the relevant authorities.
- Follow-up to ensure that the colleges inculcate the culture of quality in the educational process and its outputs, structure and adaptation according to the activities and size of the college.
- Preparing periodic reports on the level of achievement and submitting them to the center director.