

Curriculum vitae
Sawsan Farah Sayej

Personal Details:

Place of Birth : Jerusalem
Address : Birzeit – Atarah St.
Tel. No. : (2810607) Home
 : (2982120) Work
Jawwal : 0599-551049
Email : ssayej@birzeit.edu

Education:

2010	BA in Business Management
2001/2002	Professional Management diploma for non-governmental organizations (Final project in assessment and evaluation of the administrative structure of the Media Institute)
1996/1997	Diploma Executive Secretary
1995/1996	Diploma Secretary Course
1986	High School (Tawjihi)

Work Experience:

2014 - ongoing

Administrative and financial Assistant : Institute of Environmental and Water Studies, Birzeit University

Duties:

- Preparation and follow-up of the annual financial plan of the Institute.
- Prepare and write the administrative and financial reports and follow up the related institutions
- Audit the financial reports of the Institute and follow-up with the Department of Finance.
- Contribute to fund raising.
- Follow-up staff time and evaluate contracts.
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1998 -2014

Secretary: Birzeit University- Media Department)

Duties:

- Liaising work between University Departments
- Cooperation between staff and the Head of Media Dept.
- Follow- up to financial matters.
- Responsible for communication and arrangement between students and Dept.
- Coordination and arrangement of the Media Dept. Meetings
- General Administration

1998-2000

Secretary: Media Institute

Duties:

- Liaising between University Dept. and (MI)
- Coordination with the (MI) Units.
- Coordination and arrangement for meetings between (MI) and

other Institutions.

- General administrative work.
- Coordination with MI & Finland Donors to implement a pioneering media-training project
- Liaising between Donors and MI with responsibility for all administrative needs.

1995-1998

Executive Secretary: Ministry of Culture, Deputy Minister's Office.

Skills & Achievements:

- Solving administrative problems and giving general guidance.
- Ability to prioritize workload
- Ability to work as part of a team and independently using my own initiative.
 - Computer skills: MS word, Excel, Internet, Email, website editing

Languages:

Arabic (Mother tongue)	Fluent
English	good

Reference:

Dr. Maher Abu-Madi, Director of IEWS, Birzeit University
Abumadi@birzeit.edu