

CV

➤ Personal Information:

- **Name:** Lena Bassam Abu Saif.
- **Date of Birthday:** 13-2-1991.
- **Address:** Al Tofah- Yaffa St. Gaza, Palestine.
- **Email:** lenasaif54@gmail.com
- **Mobile:** 00970597230772

➤ Education and Qualification:

- **September 2019, Bachelor Degree in Business Administration / Al-Azher University – Gaza, Palestine.**
Academic average: 91.67%
- **June 2009, Palestinian Tawjihi (the General Certificate of Secondary Education).**
Academic average: 90.3%

➤ Work Experience:

- **Projects coordinator& entry data at EFE institution - Gaza, September 2018.**
Functional tasks:
 - Prepare periodic activity reports.
 - Assist in organizing workshops, Encounters, and meetings.
 - Follow-up logistics matters such as coordinating dates, sending invitations, and prepare files and publications.
 - Performing and organizing the archiving of the training courses.
 - Implement and monitor all activities, at the field-level, as in the Action Plan.
- **Activator at the National Society for Rehabilitation in Psychosocial support for war 2012 victims - Gaza, June 2013.**
Functional tasks:
 - implement Daily workshops with children for Poetry, Heritage and Folklore.
 - Prepare for the final celebration of the project.
 - implement relaxation and emotional discharge exercises.
 - Work to improve the Psychological health of young people through activities and exercises.
 - Assist and follow up on cases affected by the war.

- **Animation designer at University College of Applied Sciences in the project of producing an electronic game on the rights of the child - Gaza, March 2012.**

Functional tasks:

- Design graphics by using the Flash CS5 program.
- Directed the story of the game.

- **Trainer at Al Karmel Culture and social development Association in the project of "Creative Writing" – Al Nusirat Camp, October 2011.**

Functional tasks:

- Working with children groups (12-16) to develop their writing in a creative way.
- Train the groups on creative thinking topics and How to write the story in a creative way, and how to talk about topics in a creative way.
- Training the participation to accomplish creative outputs of stories, drawings, and plastic arts.
- Write complete and comprehensive reports on the progress of the project.

➤ Other work experiences:

- Volunteer in the Yara'at team of Tamer Institute for Community Education 2010.
- Participation in the campaign of "I donated a book" 2009.
- Implementation of psychological support workshops for children after the war on Gaza (2009).
- Performing puppet plays for children.
- Trainer of volunteers of the Khaled Al-Hassan library in various topics including (creative writing, creative thinking, reading promotion, the art of conducting the interview).

➤ Skills:

- The English language is a good (reading, writing, conversation)
- The Arabic language is an excellent (writing, reading, conversation)
- Ability to draw in an excellent way (animations, characters, different shapes)
- Ability to deal with different levels and deal with youth and children in a special way.
- Manage meetings and encounters and control them well.
- Excellent use of Office suite on the computer (Word, Excel, PowerPoint).
- Ability to use Photoshop
- Ability to coordinate, organize and follow up work accurately and Work under pressure.
- Management skills and preparation of plans and reports

- Dealing with the Internet and computer excellently
- The ability to persuade and marketing.

➤ Training Courses:

Courses	Organization	Period	Hours
IELTS prep	OXFORD	October 2019	30
Public Relations and Institutional Work	Pixel IT Center	July 2018	16
Design of scenes and drawings with flash technology	University College of Applied Sciences	April 2013	60
Child Rights	University College of Applied Sciences	March 2013	16
Development of Management and Leadership Skills	Al - Widad institution for Community Rehabilitation	September 2011	15
Life skills and financial literacy	Save the Children institution	January 2011	30
The art of interviewing and gathering information	Al - Widad institution for Community Rehabilitation	June 2010	6
Advanced Course in Conversation and Public Speaking	AMIDEAST Language Learning Institute	June 2008	30

➤ References:

1. Ehsan Ahmad Al-Afranji
Administrative at Tamer Institute for Community Education.
Mobile: 0562100675
2. Rawyaa Al Farra
Manager of the Gaza office of EFE.
Mobile: 0599790010