

Marwa Al Zarooni

UAE National

My area of expertise include experience with Instructional Design, Virtual Learning Environment. I also have experience in office administration.

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Sharjah, United Arab Emirates

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EDUCATION

Masters Degree
HBMSU - Masters Degree in Interactive Technology

08/2017 – Present *UAE, Dubai*

- The Dissertation on Design Intelligent Coaching System

University Education
University of Sharjah - Bachelor Degree in IT Multimedia

09/2011 – 07/2015

COURSES

Digital Illustration Short Course (10/2016 – 11/2016)

SAE, Dubai

- It was a short course on digital illustration of comic book and animation style.

LANGUAGES

Arabic

English

SKILLS & COMPETENCES

Microsoft Office

Adobe Photoshop

Adobe Illustrator

WORK EXPERIENCE

Trainee at Contracts & Administration Affairs Department
Prime Minister's Office

08/2019 – Present *Dubai*

- Attending management meetings.
- Tasked to assist the Associate Project Manager with organizing the accommodations for the PMO's staff and incoming guests

Executive Assistant for Medical Director
Al Amal Psychiatric Hospital

04/2019 – 07/2019 *Dubai*

Ministry of Health and Prevention

- Managing the office of the Medical Director
- Attending management and clinical meetings
- Noting and formulating the minutes of meetings for the Medical Director's review.
- Organizing and filing of documentation.
- Organizing and managing the Medical Director's calendar meetings.
- Translation of medical and other administrative reports from English to Arabic and vice versa.
- Assist the Training and Professional Development Department in organizing and managing conferences and CMEs.

VOLUNTEER EXPERIENCE

World Government Summit
Ministry of Cabinet Affairs & the Future Prime Minister's Office

02/2019 – 02/2019 *Dubai*

- Tasked to assist with organization of the tour for the delegates
- Assigned to assist with the book signing event to help the organizers.

Fazza 10th Championship for People of Determination
Dubai Club for People of Determination

03/2018 – 03/2018 *Dubai*

- Managed the registrations desk for the contestants
- Arabic translator for the contestants
- Scorekeeping in the field for the contestants

VOLUNTEER EXPERIENCE

Sharjah Children's Reading Festival
Sharjah Book Authority

04/2016 – 04/2016 *Sharjah*

- Volunteered at the children reading festivals by organizing activities at the Social Media Cafe

Sharjah Classic Car Museum
HR of Sharjah

02/2016 – 02/2016 *Sharjah*

- Volunteering to help children with determination visiting the event

UAE National Election Committee
National Committee

09/2015 – 10/2015 *Sharjah*

- Tasked as an identity inspector, monitoring the voting machines and welcoming committee

SOFT SKILLS

Excellent Verbal Communication Skills

Positive Attitude | Team Player

Excellent Interpersonal and Communication Skills

REFERENCES

Dr. Adel Karrani - Consultant Psychiatrist- Hospital Director

"Al Amal Psychiatric Hospital MOHAP"

Contact: Adel.Karrani@mohap.gov.ae – +971 4 5192002

Dr. Mohamed Abdel Maksoud - Medical Director

"Al Amal Psychiatric Hospital MOHAP"

Contact: mau_maksoud@mohap.gov.ae – +971503376051

Prof. Abtar Darshan Singh - Academic Advisor

"HBMSU"

Contact: A.Singh@hbmsu.ac.ae – +971 (4) 4241005