

Curriculum Vitae

Personal Information:

Name: Yasar Awad Shatnawi

Birth Date: March 28th 1976

Gender: Female

Nationality: Jordanian

E- Mail address: yas.shatnawi@ju.edu.jo
shatnawiyasar@gmail.com

Mailing address: The University of Jordan –Aqaba branch
Aqaba - Jordan

Education:

- Master degree in Business Administration (MBA) / Yarmouk University - 2002.

Master thesis: “Determination of the Application Level of Quantitative Methods in Princess Basma Educational Hospital in Jordan”.

- Bachelor degree in Economics (Major in Economics and a minor in Financial Banking Science) / Yarmouk University - 1998

- High School Certificate / Irbid - Jordan - 1994.

Professional Experience:

- February 2014 – Present

Lecturer - The University of Jordan / Faculty of Management and Finance- Aqaba Branch / Jordan- Aqaba

Duties:

- Teaching the following courses: Principles of Marketing, Principles of Macroeconomics, Organizational Behavior, Production and Operations Management, Total Quality Management, Project Management, Electronic Business, and Change and Crises Management.

- February 2013 – June 2013

Lecturer - Yarmouk University / Business Administration Department / Jordan- Irbid

Duties:

- Teaching Principles of Management course.

- September 2011 – September 2012

Lecturer - Gulf College / Business Studies Department / Muscat- Oman

Duties:

- Teaching each of: Critical Reasoning, Business Project Management Managing People and Performance and Business Decision Making Modules.

- Working as a Module Leader for Critical Reasoning, Business Project Management and Business Decision Making Modules, Prepare teaching materials and outlines for courses and prepare, administer and mark tests and papers to evaluate students' progress.

- September 2010 – August 2011

Lecturer - University of Hail / College of Computer Science and Engineering/ Accounting and Management Information Science Department (AMIS) / Hail – Saudi Arabia

Duties:

- Teaching Organizational Behavior, legal environment, Principles of Management, Statistics for Management, Human Resource and Macroeconomics courses.
- Supervising on students' training programs (COOP).
- Prepare teaching materials and outlines for courses and prepare, administer and mark tests and papers to evaluate students' progress.

- August 2006 – April 2009

Accounting Clerk / Administrative Clerk / Bookkeeper - Floor Expo Company / New Orleans - Louisiana / USA

Duties:

- Using specialized ledgers and software (QuickBooks package) to record and process expenditures, receipts, payroll and all other financial transactions for the company.
- Keeping accurate records and balance all reports and ledgers.
- Filling, typing, faxing, mailing and dictating.

- August 2004 - June 2006

Lecturer - Jordan College for Science and Technology (JCST) /Management Information System Department/ Irbid - Jordan

Duties:

- Teaching Operation Research (Quantitative Analysis) courses.
- Teaching Management Information System course.

- August 2001 - June 2002

Researcher Princess Basma Educational Hospital / Irbid - Jordan

Duties:

- Analysis and study the records of blood inventory in Blood Lab by using forecasting techniques.
- Schedule the operations in Surgery Department by using linear programming method.
- Organize and classify the waiting time in outpatient clinics (men and women) by using waiting lines/ queue methods.

- August 1999 - June 2000 (two semesters)

Teaching Assistant - Yarmouk University / Business Administration Department / Irbid - Jordan

Duties:

- Helping professors and teachers in research.
- Supervising student's exams.
- Helping students by explore and explain some difficulties in their courses.

Qualifications and skills:

- Ability to make an effective contribution to the performance team
- Great capability regarding dealing with students' difficulties both academic as well as personal.
- Strong administrative, organizational and coordination skills.
- Aptitude for math, information systems, familiarity with basic accounting procedures and office activities.
- Good command of guiding students to write assignments and prepare presentation.
- Good knowledge of Harvard Referencing System.
- Good command of Microsoft Office tools (Word, Excel and PowerPoint)
- Good knowledge of Quantitative Methods Software, SAS, SPSS and Quick Book Package.

Work Shops:

- e-Portfolio for Professionals / National Center for e-Learning and Distance Learning – Saudi Arabia 2011
- Design and Share the Best Reusable Learning Objects-the Finest Granularity for the Finest e-Learning / National Center for e-Learning and Distance Learning – Saudi Arabia 2011
- Using JUSUR for e-learning / National Center for e-Learning and Distance Learning- Saudi Arabia 2011

Languages

- Arabic: Mother Tongue, excellent.
- English: Excellent