

**Curriculum Vitae**

**Name**: Lucy Nasri Khoury Hishmeh

**Nationality**: Palestinian.

**Martial status**: Married with two children

**Place and Date of Birth**: June 28, 1970 in Jerusalem.

**I.D. No**. 980137343

**Res. Address**: Ramallah, Al-Teereh, Catholic Buildings.

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**Residence**:02-2987745

**Email**: lhishmeh2003@yahoo.com

**EDUCATION:**

**1987-1988** Tawjihi certificate.

 Diploma in secretarial work.

**1990-1991** D.E.L.F "Diplome Elementaire de la Langue

 Française". “Elementary diploma in French

 **1991-1995** B.A. in English Language and Literature/ Birzeit Univeirsity

 Diploma in Education/ BirzeitUniversity

**2010-2014** M.ED Birzeit University

**EMPLOYMENT:**

**1996-1999** Taught English Language in St. Joseph

High school in Ramallah

**1999- 2000** Worked as an Office Manager in Financial Markets Internationala

 One year contract.

My duties included:

* Responsible of all the employees pertaining their working-time,

Vacations and performance

* Paying car rentals in addition to all office supplies.
* Dealing with all the companies for maintenance, printing documents
* Tidying monthly expenses and prepares budgets to the head office.
* Follow up banking matters.
* Paying bills and payrolls
* Looking for housing for consultants.
* Supervise drivers
* Prepare for conferences.
* Arranging meetings

**2000 – 2003** worked as an Office Manager in CH2MHILL

My duties included:

* Human resources issues(attendance and vacations) in the office
* Organize meetings and conferences
* Editing reports and manuals
* Responsible for all office Logistics
* Prepare Trainees Workshops and budget, supervise and evaluate the

 The training courses

* Prepare bids and review them
* Prepare bills & revise budgets.

 **2004-2006**Working as an Office Manager in SEURECA Company a funded

project by the French government

MY duties were:

* Editing reports and manuals copying them and make sure to be

Distributed for the client. Follow up of due time for handing over

reports.

* Responsible for all office logistics
* Tidying monthly expenses, banking, match project’s expenses with the

 TOR.

* Prepare bidding documents, advertise them.
* Handling consultant’s housing perdiems, ticketing...etc
* Prepare for workshops and conferences, arrange for meetings

 seminars, take meeting minutes.

* Follow up overseas shipments and their release
* Maintaining filling system
* Translate some documents to French or English

**2007-2016** Director of Public Relations Department in Al Quds Open University

The Public Relations at QOU provides not only the following servicesto and on behalf of the university community:

* Plan and conduct public relations program designed to create and maintain favorable public image for QOU
* Corporate marketing and awareness raising campaigns
* Organize major events such as conferences, workshops, seminars etc.
* Issue QOU newsletters and brochures in print and Web
* Supervise all QOU publications.
* Liaising with and answering enquires from media, individuals and other organizations, often via telephone, emails and personally.
* Media management, including news releases, targeted media plans and media liaison, collating and analyzing media coverage Web TV programs
* Advertising QOU programs.
* Arranges for and conduct public-contact programs designed to meet employer's objectives, utilizing knowledge of changing attitudes and opinions of local community or other interest groups.
* Manage and maintain information of the website
* Reception and preparation of all QOU guests.
* Sourcing and managing speaking and sponsorship opportunities

**2016-present** Academic instructor at Al- Quds Open University- Faculty of Education and Arts.

**COMPUTER SKILLS**:

Windows XP- Excel

E-mail- Internet

MP2 program

Book organizer

**TRAINING COURSE:**

* ICDL ( International Computer Driving License)
* Managing small projects.
* Modern Concepts in Management ( 30 hours)
* Accounting for non Accountant ( 20 hours)
* Project life cycle ( 40 hours)
* Basic skills in leadership and management (36 hours)
* The role of Public Relations in enhancing the institutions image ( 36 Hours)

**CONFERENCES AND WORKSHOPS**

* October 2009 Public relations Conference in the Arab World
* October 2010 International Visitor Leadership Program- Challenges in US Higher Education.
* March 2011 Going Global
* Nov. 2011 Workshop on Leadership

**LANGUAGES**

Mother tongue Arabic

English

French