



# LINA FAROUQ MAMKEGH

Experienced project administrator with proven ability to manage multiple projects and tasks. Demonstrating success in meeting project deadlines and client expectations.

## Contact

- +962 797975625
- l.mamkegh@gmail.com
- Amman, Jordan

## Education

2008- 2013

**Arab open university**  
Amman, Jordan

Bachelor of English literature

2020- 2022

**Excellence training centre**  
Doha, Qatar

- Diploma in child psychology and development (OTHYM certified)
- Diploma in special needs education (OTHYM certified)

## Skills

- Management Skills
- Time-management
- Communication
- Creativity
- Leadership
- E- commerce
- Typing skills
- Office skills
- Documentation
- Critical Thinking
- Arabic- English translation skills

## Language

- Arabic
- English

## Experience

### Professional Transcription

**Doha, Qatar**

I have professionally transcribed a handwritten book on Caucasian history ensuring accuracy and precision to the original content.

**Dar Al kazim Orphanage organization**  
Amman, Jordan

1997- 1999

I possess two years of professional experience as a secretary, demonstrating proficiency in administrative tasks and organizational responsibilities.

**Prince Hamza school**  
Amman, Jordan

2013-2014

I possess professional experience as an English substitute teacher for KG1 students.

**Pearling Season international school**  
Doha, Qatar

2018-2020

With a background of two years, I have experience as a shadow teacher for secondary school and Additional Learning Needs (ALN) students.

**Entrepreneurship**  
Doha, Qatar

2020-2022

I bring a two-year professional background in both e-commerce and network marketing, illustrating expertise in strategic business development and network management.

**Pre-school**  
Amman, Jordan

Freelanced as a preschool teacher for two months, facilitating a positive learning environment and employing effective teaching methodologies for young learners.