



Haneen Abeda

Project Manager | Architect
Teacher | Fitness Instructor

haneen-abida@hotmail.com

+ 966 57 0203011

+ 966 54 8203011

Riyadh, Saudi Arabia

A **Loving Mom** to a 5-month baby boy, a talented **Teacher** for elementary grades with 3 years of part-time experience, a competent **Project manager**, **Procurement Specialist**, and **Architect** with **8 years of experience** working on various projects in MENA and GCC, and a certified **Fitness Instructor** of **Strong Nation by Zumba** that is seeking for a position to continue helping children to increase their knowledge and unlock their potential through successful methodologies that increase student motivation. A leader and team player who creates a synergetic and efficient work environment that caters to growth.

WORK EXPERIENCE

Private Teacher | Elementary Grades

2016 – 2019,

During my career as an architect, and based on my extensive knowledge, I have had the opportunity to help my community and support children to improve their academic achievement by teaching several subjects either individually or in groups as a part-time private teacher.

Career highlights

- Designed and implemented daily lesson plans for 1st, 2nd, and 3rd graders in all Math, Science, English, and Art.
- Created, administered, and graded tests, essays, and quizzes.
- Analyze assessment data per individual student to provide each student with an individual learning path.
- Planned summer activity plans for parents to foster student curiosity through hands-on activities and trips.

Project Manager, Procurement Specialist, and Architect

2014 - 2022,

Between Saudi Arabia and Jordan, I have worked on over 50 projects varying between hospitality, offices, residential, retail, restaurants, and entertainment. The most recent projects I delivered in Riyadh, Saudi Arabia are located in Riyadh Front and Al Bujairi district in Diriyah while I was working with "Saudi Icon" as the contractor. Hakkasan, Chez Bruno, Long Chim, and VOV Gaming are examples of those projects.

Experienced in working for multinational corporations in different capacities including design, planning, procurement, quantity surveying, material selection, and project coordination and management.

Career highlights

- Creativity, Design, and design management team leader.
- Environment, Health, and Safety (EH&S) good standing knowledge and behavior.
- Performing and managing complex and sensitive professional planning projects, research, and analysis.
- Applied successful and profitable construction industry practices.
- Consistent in quality work with a professional, dedicated, and proactive attitude.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
- High potential leadership, communication, and presentation skills.

Fitness Instructor | Strong Nation by Zumba

2020,

A ZIN™ member and certified Strong Nation by Zumba instructor since 2020. I host a weekly class for a group of 5-7 participants, aiming to inspire, motivate, and help fulfill fitness and wellness goals through energetic group exercise!

EDUCATION

B.Sc. Architectural Engineering

University of Jordan 

2009 - 2014

Jordan

LICENSES & CERTIFICATIONS

Early Childhood Education (Level 1 and 2)

Towards Success KSA

2023

English Online - Studies, Work and the Big World

British Council Amman

2023

Project Management Professional (PMP)

Project Management Institute

2021

Strong Nation Fitness Instructor

Strong Nation

2020

Social Media Foundation

Strong Nation

2020

Pphotography and photoshop

Alaa Hamdan Center

2019

SKILLS

Creativity

Management

Design

Flexibility

Team Leadership

Learning

Emotional intelligence

Patience

Problem Solving

Multi-tasking

Empathy

Interpersonal Communication

Organization

Time management

LANGUAGES

Arabic



English

