

Hanen M. Abboud
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OBJECTIVE:

- Higher Education teaching and advising.

EDUCATION:

2010-2012 PhD coursework within Public Policy Administration Jackson, MS
Jackson State University

2008-2010 MA Political Science Jackson, MS
Honor Marshall (Best GPA)
Jackson State University

2003-2007 BA English Literature and Civilization Gabes, Tunisia
Higher Institute of Languages

QUALIFICATIONS:

- Work well with little supervision
- Bilingual English/French with the ability to translate
- Working knowledge of Spanish
- Ability to prioritize and remain focused on the essence of an issue
- Excellent with customer support services
- Skilled at learning new concepts quickly while working well under pressure
- Excellent verbal/written communication skills
- Valued team player

EXPERIENCE:

2012-2014 Wanderlust Sfax, Tunisia

Summer School Teacher & Coordinator

- Managed /Coordinated classes
- Registered students in classes
- Taught English to middle & high school students

2008-2012 Jackson State University - Division of International Studies Jackson, MS

- Graduate Assistant
- Occasionally taught classes when professors needed assistance
- Entered data for Students Information System

- Managed multi-lined phones
- Translated documents (Arabic, French, and English)
- Helped in writing proposals and grants
- Organized events
- Served as a mentor for international students
- Helped in the office clerical work (Filing, Printing, and Typing)

2005-2006 Bureau of the National Organization of Tunisian Infancy Gabes, Tunisia
Secretary

- Organized events and meetings
- Designed/Prepared flyers and calendars
- Answered multi-line telephone, routed calls, and took accurate messages
- Performed faxing, photocopying and filing duties

2006 Wanderlust

Sfax, Tunisia

Summer School Teacher & Coordinator

- Managed /Coordinated classes
- Registered students in classes
- Taught English to middle school students

AWARDS:

- Awarded second place winner in the graduate student paper competition held by Alabama-Mississippi Sociological Association in 2012.
- Certificate of excellence that noted that Hanen best exhibited the qualities of College of Public Service in 2012.
- Marshall Honor at Jackson State University Graduation Ceremony (Spring 2010).
- Full Scholarship for MA in political Science at Jackson State University (2008-2010)
- US Department alumni NESAS exchange Program (2007)