

Personal Information

Name	Haya Suleiman
Place of birth	Amman, Jordan
Faculty	School of Archaeology and Tourism
Department	Dean's Office

Qualifications

Qualification/ Specialization	University/College High School	Date
Administrative and Financial Sciences	Commerce Department - ATC College, Al-Balqa Applied University	2008
General Secondary Education - Literary Track	Golden Jubilee Secondary Schools	

Specialization and domain of interest

Specialization	Administrative and Financial Sciences
Domain of interest	Technology and Computer Science, Business and Management, Education and Training, Media and Communications, Arts and Culture, Environment and Sustainability, Social and Human Sciences.

Career Experience

Job Title	Place of work	Date
Office Secretary	School of Archaeology and Tourism, University of Jordan, Amman	2013 - Present
Secretary	King Abdullah II School of Information Technology, University of Jordan, Amman	2011-2013
Administrator	Al-Asayel Real Estate Investments Company, Amman	2010-2011

Administrative works and committees

Administrative work and committee	Date
Secretary of the General Risks and Safety Committee - School of Archaeology and Tourism	2024
Website and Social Media Liaison Officer- School of Archaeology and Tourism	2023
Office Secretary to the Dean and Vice Dean of School of Archaeology and Tourism	2017
Member of the Supervisory Committee for the Voting and Counting Process for the Tourism Management Department Student Council Elections - School of Archaeology and Tourism	2017
Secretary for the CRM Department and the Tourism Management Department	2013-2016
Secretary to the Dean - King Abdullah II School of Information Technology Secretary to the Assistant Dean for Student Affairs	2011-2013

Training courses

Name of course	Date
Participating in “Amplifying Marginalized Voices in Jordan” webinar series on digital storytelling by the International Center for Journalists: <ul style="list-style-type: none"> - Webinar 1: How to produce a digital story – by Media Specialist, Sawsan Zaideh - Webinar 2: Digital Tools and Applications for Storytelling – by Journalist and Writer, Natasha Tynes - Webinar 3: Marketing Yourself and Your Business – by Entrepreneur and Digital Marketing Consultant, Mohammed Alafranji 	2024
Risk Management- by Shadi Al-Hasan (Edraak (MOOC) platform)	2024
Project Management: (Project Management Foundation, Project Planning, The Project: Execution to Closure) by Dr. Hazem Zaitoun & Eng. Feras Diab- (the Queen Rania Foundation (QRF))	2024
Arabic Grammar Basics: Syntax and Orthography by Diala Kamal- (the Queen Rania Foundation (QRF))	2024
English Writing Skills by Dr. Mais Qutami & Dr. Suha Qutami - (the Queen Rania Foundation (QRF))	2024
Strategic Planning- by Eng. Hani Al Abdallat /Arab Potash Company (APC)	2024
Public Speaking Skills- by professional coach Yasmine El Baz- (the Queen Rania Foundation (QRF))	2024
Operations Management by Eng. Bilal Abualzait (Edraak (MOOC) platform)	2024
Influential Leadership & Effective Management by Dr. Suhail Jouaneh- (the Queen Rania Foundation (QRF))	2024
Innovation in the Government- by Dr. Yasar Jarrar /The Mohammed Bin Rashid Centre for Government Innovation (MBRCGI), Duabi UAE	2024
Business Digitization by Eng. Bilal Abualzait (Edraak (MOOC) platform)	2024
Leadership Skills by Dr. Yusuf Sidani (Edraak (MOOC) platform)	2023
Conversational Skills lvl:3- by English teachers at the British Council in Amman, Jordan: Alan Keenan & Ismail Alsmail -(the Queen Rania Foundation (QRF))	2023
Communications Skills- by communications Expert and Associated Press Reporter: Jafar Al-Zoubi (The Fullbridge Program)	2023
Problem Solving & Decision Making Skills by Dr. Suhail Jouaneh (Edraak (MOOC) platform)	2023

Name of course	Date
Teamwork Skills – by Abeer Qumsieh - (the Queen Rania Foundation (QRF))	2023
Critical Thinking Specialization: (Emotional Intelligence, Creative Thinking & Innovation, Problem Solving & Decision Making Skills) by Dr. Suhail Jouaneh & Ahmed Al-Assad- (the Queen Rania Foundation (QRF))	2023
Leadership and Teamwork Skills Specialization: (Leadership Skills, Teamwork Skills, Delegation, Coaching and Mentoring Skills) by Dr. Suhail Jouaneh & Dr. Yusuf Sidani (Edraak (MOOC) platform)	2023
Creativity at Work Specialization by Dr. Suhail Jouaneh & Ahmed Al-Assad- (the Queen Rania Foundation (QRF))	2023
Leadership and Teamwork Skills Specialization by Dr. Suhail Jouaneh & Dr. Yusuf Sidani (Edraak (MOOC) platform)	2023
Statistical Analysis (SPSS) - Center of Consultation and Training at the University of Jordan.	2023
International Computer Driving License (ICDL) Training Course- Center of Consultation and Training at the University of Jordan.	2023
Customer Service Specialization: From Basics to Key Accounts (Customer Service - Foundational Skills, Customer Service - Key Account Management, Customer Service - Customer Experience, Planning and Execution) by Trainer & Management Consultant Ashraf Al Hammuri	2023
Digital Marketing Fundamentals - Offered by Google Middle East and the Open University in the United Kingdom.	2022
Linguistic Errors in Official Correspondence - Accreditation and Quality Assurance Center at the University of Jordan	2018
Customer Service at Arab Islamic International Bank - ATC Training College.	2008
Training Course in the Bureau at Jordan Bank - ATC Training College.	2008

Awards

Name of Award	Donor and place of award	Date
Letter of Thanks No. (78/2023/967) for cooperation in completing the department's tasks.	Dr. Head of the Tourism Management Department.	2023/8/16
Letter of Thanks No. (78/2023/939) for cooperation in managing the department's affairs.	Dr. Head of the Department of Cultural Resources Management and Conservation.	2023/8/9
Letter of Thanks No. (78/2023/918)	Professor Dr. Dean of the School of Archaeology and Tourism.	2023/8/3
Letter of Thanks for completing committee meetings arrangements and implementing its recommendations	Professor Dr. Latif Khalil, Chairman of the Research Committee, School of archaeology and Tourism.	2023
Letters of Thanks for effective contribution to scientific exchange programs representatives of the German Academic Exchange Service DAAD	Prof. Dr. phil. habil. Thomas M. Weber-Karyotakis, PD Dr. Oliver Pilz and Prof. Dr. Patric Kreuz	2023
Employee Excellence Award	School of Archaeology and Tourism	2019/9/1
Letter of Thanks No. (78/2019/652) for efforts in the student elections process	Dr. Dean of School of Archaeology and Tourism	2019/5/1
Letter of Thanks for the efforts during the organization of a promotional and tourism marketing training program held at the School	Khawater Training Center	2016/2/8
Letter of Thanks No. (3/2/737) for working on monitoring the and completing the documents required for the national accreditation for the B.A. in Tourism Department and the B.A. in Cultural Resources Management and Conservation Programs	Professor Dr. Dean of the School of Archaeology and Tourism	2015/10/28
Letter of Thanks No. (3/2/279) for the efforts to in the student elections process	Professor Dr. Dean of the School of Archaeology and Tourism	2015/4/7
Letter of Thanks No. (3/2/766) for bearing work pressure and succeeding in work progress	Professor Dr. Dean of the School of Archaeology and Tourism	2014/10/28
Certificate of Appreciation for active participation in the success of activities for the academic year 2014/2015	Professor Dr. Dean of School of Archaeology and Tourism	2014
Letter of Thanks No. (2/3/958) for the effective contribution to the achievements of the School	Professor Dr. Dean of School of Archaeology and Tourism	2013/3/29