

MANAL M. ABDULRAHMAN

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PERSONAL DATA

Date of Birth: 1964 Nationality: Jordanian / American Social Status: Married

OBJECTIVE

Highly motivated individual with proven track record in achieving results, currently a member of the faculty at Al-Zaytoonah University of Jordan. Responsible for teaching business and marketing curriculum in English. Extensive experience in sales, and marketing management in the USA and the Middle East.

EXPERIENCE

Al-Zaytoonah University of Jordan, Amman, Jordan **2003- PRE**

Full time Lecturer/ Quality Assurance Director

- Teaching management and marketing courses in English in the Faculty of Economics and Administrative Sciences.
- Assigned as the Quality Assurance Director at Al-Zaytoonah University of Jordan's Faculty of Economics and Administrative Sciences in 2006 until 2013.

Investment House of Arabia, Dallas, Texas, USA **1993 - 1997**

Managing Partner

- Managed the USA operations office for Investment House of Arabia, a consulting firm based in Dammam, Saudi Arabia.
- Contacted, negotiated contracts, and acted as a liaison between government organizations, in the USA and The Middle East

MARS International Investments, Inc. Dallas, TX, USA **1990 - 1993**

General Manager

- Supervised various management tasks for the company's 5 restaurants chain.
- Conducted and implemented research to yield significant cost reductions, efficiency, and lower employee turnover.
- Monitored and reported on market trends.
- Researched new investment opportunities.

Association of Arab-American University Graduates, Boston, USA **1987 - 1990**

Executive Director

- Developed membership recruitment and publications marketing strategies. Planned and executed corporate fundraising campaigns.
- Public Relations: planning of annual convention and organizing educational seminars. writing and production of quarterly newsletter.
- Managing of financial accounts; preparation of quarterly financial reports; assisting auditors in performing annual audit; payables/receivables. Developing budget allocations.
- Managing of national office building: maintenance, leases and finances. Conducting personnel recruitment, development, and review. Liaison between the Board of Directors and office staff.

Bahrain Consulate Dallas, TX, USA **1986 - 1987**

Consul and Cultural Attaché Consultant

- Organized the structure of the office functions; hired and trained office personnel. Managed Bahraini student scholarship program.
- Conducted research for the consulate on student scholarship eligibility. Served as liaison between the consulate and local government officials.

EDUCATION

University of Texas at Arlington Arlington, TX, USA **1986**

Masters of Business Administration with a concentration in Marketing.

Southern Methodist University Dallas, TX, USA **1984**

Bachelor of Business Administration with a concentration in Management. Bachelor of Arts in Political Science.

SKILLS

Computer: MS Word, Excel, PowerPoint.

Languages: Fluent in Arabic & English, and working knowledge of French.

REFERENCES AVAILABLE UPON REQUEST