



# Reem awad nemer alanzi

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## Education

- High school certificate with good grade – 1421- 1422.
- computer diploma certificate technology programming with a very good grade of 4.35- 1425-1426.

## Practical experiences

- I worked as a secretary at the National Center for 3 years.
- I worked as a secretary at the Center and Nursery for Fun Time for 10 years.
- I worked as a computer teacher for 6 months.

## Courses

- ✚ I received a course of data entry and word processing at 120 hours with excellent grade – 1422-1423
- ✚ I received a certificate organizing a seminar for the National Center for Early Intervention- 2008
- ✚ I received a certificate of attendance from Al Yamamah Hospital in Alriydh-1427
- ✚ I received a certificate of attending a seminar (side effects of unusual children)-1429
- ✚ I received a course in Social dialogue
- ✚ Certificate of attendance in social work
- ✚ A course in the skills in deal with others
- ✚ A course in conversation and access to successful dialogue - 2016
- ✚ A course in the basics of establishing projects and how to choose and develop the project

## Skills

- Excellent in Computer Program quick in printing .
- Performing the office, administrative and secretarial work from my experience
- Very Good In English Language writing and spiking .
- Many posts are in coordination for open days and events
- Meetings during work
- I have several skills in dealing with the team and leadership.
- Working in the spirit of community and one team.
- Ability to managing my self and organize the priority.
- Ability to improving my self and provide all serve the work.
- Ability to work in difficult situation.