LARA MAHMOUD ABU-SALIM

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| Email | Mobile | Residency |
| lara\_salim85@yahoo.com ; lara.abusalim@global.t-bird.edu | 962 777714184 | Amman, Jubeiha |
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**EDUCATION**

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| 2015  | Masters of Economics - Al-Yarmouk University, JordanCandidate 2018 |
| 2009 | **Global Political Studies, Thunderbird School of Global Management, Arizona – USA, 2009**Emphasis: Global Political Economy, Cross Cultural Communication and Negotiations, Global EnterpriseRating: Excellent (3.76) |
| 2008 | **Electronics Engineering, B.Sc., Al-Balqaa' Applied University, Jordan, 2008**Rating: Good (2.8/4) |

**Summary**

For 9 years I have been working in the field of local development across Jordan, with specific focus and passion towards youth employment, wages subsidy and placement projects (both design and implementation) and youth capacity building and career counseling. I am continuously making myself available for greater purposes in the process such as research, policy advocacy dialogue and sharing of knowledge. I am keen to keeping myself up-to-date with global trends and best-practices for youth and women engagement, inclusion and employment worldwide, compared to Jordanian context. I have worked with some of the best leaders in this field including USAID and the World Bank, and with governmental institutions and ministries such as MOPIC, MoL, ETVET Fund and others. I also have a solid understanding of M&E procedures, project management aspects and project lifecycles.

References from the following entities shall be provided whenever required.

**EXPERIENCE**

**Jordan River Foundation**

**Workforce Development Component Leader (Full time)**

**April, 2017 - Present**

Leading the component of Job matching and job placement component over five projects working with different donors and market segments, including:

* Designing a demand-driven strategy for job matching of projects’ beneficiaries, including identification of Household for People of Concern (PoC), addressing vulnerable targeted areas
* Scoping of labor market requirements and analysis of labor intensive, economically active sectors within targeted areas
* Managing projects’ communication and reporting

**ETVET Fund - The World Bank**

**Technical Specialist - Component Lead (Full time)**

**Active Labor Market Program**

**(**[**http://www.worldbank.org/projects/P145241?lang=en**](http://www.worldbank.org/projects/P145241?lang=en)**)**

**April, 2014 – April, 2017**

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| * Co-lead project planning, design and implementation for three components: School to Work Transition (Career counseling and guidance *US$0.73 million*), Electronic Labor market Exchange (aka ForUs.jo) ( *US$0.68 million)*, and Job Readiness and Placement Program (*US$2.87 million)* in five governorates in Jordan (Irbid, Ma’an, Tafilah, Mafraq and Zarqa’)
* Development of Project Operations Manual (POM) and tailoring of technical Terms of Reference for all project activities
* Development of work breakdown structure and technical reports and acted as technical committees head for evaluation of potential service providers (consultants, firms, single sourcing and/or QCBS) and others.
* Managed communication with stakeholders of Governmental organizations (MOPIC, MOL, ETVET FUND) and private sector firms
* Co-lead team interviews recruitment and coordinated with the team various units including Monitoring and Evaluation and financial teams and ensured accurate delivery of service
* Managed areas of improvements in project activities and developed workarounds and corrective actions.
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**International Youth Foundation (IYF) – USAID Funded Program “Youth for the Future”**

**Career Development and Employability Specialist**

**July, 2012 –December, 2013**

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| * Led the Development of the IYF Career Guidance module (My Career My Future) including management of consultants, material revision, copyedits until final packaging.
* Led the implementation of MCMF (My Career My Future) module in five targeted governorates around Jordan and facilitated the process of feedback gathering and improvement of content
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**The Business Development Center – USAID Funded Program (Maharat)**

**Recruitment Coordinator**

**May 2011 - May 2012**

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| * Marketing of Maharat program through delivering presentations to prospect clients of the private sector and achieved and tracked the annual target of recruitment
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**Cisco Systems – Estarta Solutions**

**Customer Support Engineer - Level 2**

**September 2009 - March 2011**

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| * Provided troubleshooting and customer service and post sales technical support to Cisco customers overseas (Wireless LAN Controllers, IOS Access Points, monitoring system WCS, ACS and other Wireless products of Cisco).
* Designed a Cross Cultural Communication, soft skills training and orientation for Jordan Technical Assistance Center (TAC) Employees
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**CONSULTANCIES AND FREELANCE ASSIGNMENTS**

**The A/E Business Council**

**Projects and Initiatives Specialist (Part time)**

**January, 2014 – April, 2014**

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| * Assisted the Executive Manager in developing strategic, short term and long term plans for the Council as well as building the capacity of AEBC member firms (more than 30 firms of Medium to large corporates in Jordan and abroad)
* Prepared Technical proposals of the organization seeking funding opportunities
* Managed in-house and outsourced training courses, seminars and knowledge transfer events.
* Managed knowledge management system
* Conducted several fund raising events for the organization to secure funding for activities
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**MELA for young Arab Leaders**

[**http://www.melanetwork.org/about-mela**](http://www.melanetwork.org/about-mela)

**August, 2014**

* Assisted Jordan’s team in organizing MELA’s vision for youth activities for the year 2015

**COURSES AND TRAINING**

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| 2018 | * Employment Policies and Analysis of Labor market indicators (using STATA)
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| 2014 | * The Role of Labor Policies in Improving Job Opportunities in MENA- Kuwait, September, 2014.
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| 2013 | * International Certified Professional Trainer (ICPT®) - Jordan, December, 2013
* Regional Workshop on Employment Services and best practices in the Middle East - ILO Jordan, November, 2013
* Dale Carnegie Leadership Training for Managers, Jordan, October, 2013
* Project Management Professional Exam preparation course (PMP) - Talal Abu-Ghazaleh - (April- May, 2013)
* Career Guidance and Counseling: 45 hours training on Career Guidance framework, tools and techniques at Optimum consultancy/Palestine - Jordan.
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| 2012 | * Common Fraud schemes - IYF Jordan
* Dale Carnegie - Skills to success, Jordan.
* Capacity Building of Local Community Based Organizations - IYF Jordan
* Career Guidance for Community Based Organizations (CBOs)- IYF Jordan
* Leadership skills - Jordan
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| 2011 | * Youth Entrepreneurship - Business planning - BDC
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| 2010 | * CCNA - Cisco Certified Networks Administrator - Cisco Systems
* CCNAW - Cisco Certified Wireless Network Administrator - Cisco Systems
* Customer Care and phone skills - online, Brussels, Belgium.
* KT® Kepner-Tregeo training, online from Cisco Systems Belgium, Jordan.
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| 2009 | * English Business Writing course - Thunderbird, Arizona, USA
* Life skills and core capacity building program, Jordan
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