

Hiba Hassouneh

BUSINESS TECHNOLOGY STUDENT | DUAL STUDIES PROGRAM

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Professional Summary

Motivated and detail-oriented Business Technology student with a strong academic record (Honor List) and hands-on training experience at Hebron Municipality. Gained practical skills in Data processing, administrative support, service coordination, and stakeholder communication within a public sector environment. Known for strong analytical thinking, adaptability, and the ability to work effectively in dynamic team settings.

Completed multiple extracurricular training programs, further enhancing my understanding of operational processes, digital tools, and innovation in governance. Eager to contribute to modern, citizen-centered initiatives through a combination of academic knowledge, practical experience, and cultural awareness.

Objective

Enthusiastic Business Technology student seeking to apply academic and training experience to contribute to innovative, citizen-centered digital solutions in public or private sector organizations.

Experience

Al-Awwal Computer Systems, Amman – Jordan | Trainee June – July 2025

Completed a two-month training program focused on computer systems, technical workflows, and digital solutions. Gained practical experience in system operations, data management, software tools, and organizational processes within a fast-paced private-sector environment. Enhanced adaptability, technical proficiency, and professional communication.

Hebron Municipality | Data Processing 2024 - 2025

My Responsibilities included a broad range of administrative and operational tasks, contributing to the efficient functioning of various municipal services. Involved in managing tax-related programs, processing business license, and attending business meetings to address community and business needs. My role also included analyzing and entering data, processing requests, and ensuring that all operations

adhered to local regulations. I developed strong problem-solving skills and attention to detail while working with diverse stakeholders to address their needs and concerns. My responsibilities required

me to effectively manage multiple tasks, including data analysis, report preparation, and ensuring timely completion of all assigned duties.

This experience allowed me to enhance my organizational, communication, and time-management skills, while demonstrating the ability to handle a wide variety of tasks in a fast-paced and dynamic work environment.

Palestine Red Crescent Society | Volunteer Jan 2020 - Mar 2020

Actively contributed to community welfare by providing essential services, honing skills in teamwork, communication, and organizational efficiency qualities crucial for effective collaboration and problem-solving in dynamic professional environments.

Injaz | Participant 2018 - 2019

Developed business and entrepreneurial acumen through participation in a competitive program, enhancing strategic thinking, leadership, and innovation in tackling real-world Challenges.

Sabri Saidam English Vocabulary Competition | Rival 2018 - 2019

Demonstrated advanced proficiency in English through competitive performance, refining Skills in clear communication, critical thinking, and cross-cultural collaboration, essential for success in international and professional settings.

Education

Palestine Polytechnic University, Business Technology 2023 - Present

Pursuing a degree in Business Technology within a dual studies program, combining academic excellence with hands-on professional experience. Achieved GPA of 88.3 in the current year, reflecting strong analytical and technical skills, as well as adaptability in both academic and real-world environments.

This program has provided invaluable exposure to practical applications in the workplace, fostering a deep understanding of business operations and technological integration.

Mohammad Ali High | 2022 - 2023

Graduated with distinction, earning a high school degree with a score of 90.3. This accomplishment highlights a strong work ethic, dedication to academic success, and a solid foundation for further professional and educational growth.

Skills & abilities

- **Communication** – Strong written and verbal communication in both Arabic and English.
- **Leadership** – Ability to take initiative and guide teams toward shared goals.
- **Critical Thinking** – Skilled in analyzing situations and proposing practical solutions.
- **Adaptability** – Flexible in fast-paced or changing environments.
- **Teamwork** – Collaborative and cooperative within diverse group settings.
- **Technical Skills** – Knowledge of data handling, digital tools, and basic system workflows.
- **Computer Skills** – Proficient in:
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Google Workspace (Docs, Sheets, Forms)
 - Adobe Photoshop (basic to intermediate level)
 - Internet research and file management

Language

Arabic | Native

English | Advanced

References

Available upon request.