

Heather N. Mousa
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◆ Education:

Sep 2008 – Jan. 2010 Masters Candidate,
Tsinghua University - China,
Masters in International Development.

March 2008 TOFEL score (computerized):109.

2003 – 2007 Birzeit University - Palestine,
Business Administration,
Bachelors degree.

◆ Work Experience:

Sep. 2008 – Currently Tsinghua University - China
Case Center for China Studies
Office support (English cases)

Oct. 2007 – Aug. 2008 Birzeit University - Palestine,
Office of Vice President for Community Outreach,
Administrative Assistant.

Sep. 2006 – Nov. 2006 Student Affairs – Birzeit University - Palestine,
Proposal Writing Course,
Instructor.

Sep. 2005 – Sep. 2006 Royal Tours and Travel – Palestine,
Marketing person and assistant.

Apr. 2006 Gothenburg University – Palestine,
Research assistant and coordinator.

June 2004 – Aug. 2004 Institute of Development Studies (IDS) – Gaza– Palestine,
Research assistant.

Aug. 2003 – July 2004 Edward Said National Conservatory of Music – Palestine,
Receptionist and secretary.

◆ Training Courses:

April 2007 – May 2007 Arabic Computer Center – Palestine,
Course in MS Project Management.

April 2007	Future Horizons for Investments – Palestine, Introduction to FOREX system, and currency trading.
Aug. 2006 – Nov. 2006	Cambridge International College of Canada, Completed an advanced level course of English / Arabic Translation, Held at Arab European Foundation – Palestine.
June 2005 – Aug. 2005	Royal Tours and Travel – Palestine, Marketing training.
Mar.2005 – June 2005	The French – German Cultural Center –Palestine, Completed levels 1 and 2 in French language.
Oct. 2004	Amid East – Palestine, Completed a Proposal Writing Course.
June 2003	Edward Said National Conservatory of Music – Palestine, Elementary Certificate in Music – Piano training.

◆ Key skills:

Excellent communication skills, Leadership skills, Presentation skills, Organizing skills, High creativity,	Fast adaptation to change, Quick learner, Ability to work under stress, Detail oriented, Willingness and eagerness to learn.
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◆ Computer literacy:

- Internet literacy: Excellent level.
- Microsoft (Word, Excel, PowerPoint): Excellent level.

◆ Languages:

1. Arabic: Native
2. English: Written: excellent, Spoken: excellent.
3. French: Basics
4. Chinese: Basics

◆ References: Available upon request.