

SADEEN RABABAH

Irbid, Jordan | +962 7 7292 4375 | s18783335@gmail.com

PROFESSIONAL SUMMARY

Motivated, reliable, and detail-oriented High School Graduate with a strong passion for community service, volunteer work, and organizational support. Demonstrates proactive problem-solving, strong interpersonal communication, and active adaptability. Seeking an entry-level role or community initiative to leverage practical skills, support operational goals, and drive positive local impact.

EDUCATION

Tawjihi (High School Certificate)

Ministry of Education — Irbid, Jordan

COMMUNITY SERVICE & VOLUNTEER EXPERIENCE

Community Volunteer | Local Charity & Youth Initiatives — Irbid, Jordan

- Event & Logistics Support:** Assisted in organizing community outreach drives and local charity events, supporting venue setup, registration, and resource distribution for 50+ beneficiaries per event.
- Team Collaboration:** Collaborated effectively with volunteer team members to prepare educational and promotional materials, ensuring timely distribution and clear operational communication.
- Public Engagement:** Welcomed visitors, addressed basic participant inquiries in a friendly and professional manner, and maintained an organized, inviting environment during community gatherings.
- Task & Time Management:** Managed multiple daily assignments efficiently, consistently meeting task deadlines with high reliability, attention to detail, and accountability.

KEY SKILLS

Practical & Technical Skills

- Basic MS Office (Word, Excel)
- Event Support & Logistics
- Data Entry & Record Keeping
- File Organization & Archiving

Soft & Professional Skills

- Effective Communication
- Teamwork & Collaboration
- Problem-Solving & Adaptability
- Active Listening & Dependability

LANGUAGES

Arabic: Native Language

English: Intermediate / Professional Working Proficiency (*Editable based on level*)