

## Patricia Shaheen

*Nationality:* Syria

*Gender:* Female

*Marital Status:* Married

*Date & Place of birth:* 5<sup>th</sup> May 1991, Damascus - Syria

*Address:* Jaramana, Damascus Countryside, Syria

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### Objective

*Seeking new challenges in a progressive organization where I can enhance my educational and professional skills in a stable and dynamic workplace and utilize all my qualifications with opportunities for advancement.*

### Work Experiences

- *Technical Staff Member : Damascus University, Higher Institute of Earthquake Studies & Research (HIESR) , Seismology Department (Feb 2022 – Present)*
- *Geologist Supervisor : General Company for Engineering, Department of Geotechnics (Aug 2019 – Feb 2021)*

#### *Duties and Responsibilities:*

- *Assess and review in the study of geological projects.*
- *Conducting laboratory Road Experiments and preparing reports for the projects.*

- *Studies Assistant Professor : Damascus University, Department of Geology (2017 – 2019)*

#### *Duties and Responsibilities:*

- *Assess, review and evaluate student activities and progress.*
- *Assist and support senior professors in their day-to-day tasks and functions.*

- *Supervisor (Medical Network & Public Relations department): Medexa, Health Insurance Management (Jan 2017 – May 2017)*

[www.medexa.net](http://www.medexa.net)

#### *Duties and Responsibilities:*

- *trying to find solutions for customers*
- *contacting with benefit providers and activating contracts*

- **Administrative Assistant (Medical Network & Public Relations department): Care Card Company, Health Solutions (Apr 2014 – Oct 2016)**  
[www.carecard.sy](http://www.carecard.sy)

***Duties and Responsibilities:***

- **Activating Hospital contracts and reviewing prices list**
- **Activating Benefit Providers contracts and reviewing service**
- **Handle insurers questions, complaints, and issues**
- **Maintaining contact with Benefit Providers and Customer**
- **Science Teacher: Elia Abo Madi School High School (Jan 2014 – Apr 2014)**
- **Science Teacher: Educational UNICEF Summer Courses (Jul 2013 – Aug 2013)**

**Training courses and Qualifications**

- **Training period at Syrian Petroleum Company Jun 2017-Dec 2017**
- **Petrel course in Seismic Interpretation and Geologic Modeling, Department of Geology, Faculty of Science, Damascus University Aug 2017**
- **ICDL, New Horizon Institute Dec 2013**
- **Excellent knowledge of computer skills, Microsoft Office & network environment**
- **Proficient typing skills in English and Arabic**
- **Proficient in programming language (Turbo Pascal, Visual Basic)**
- **Able to: Work within busy working environment & under pressure, work effectively with technical and administrative personnel, learn use and retain new skill**

**Education Background**

- **Master's degree in Geophysics**  
**(Department of Geology, Faculty of Science, Damascus University) 2018**
- **Bachelor's degree in Geology**  
**(Department of Geology, Faculty of Science, Damascus University) 2010-2014**  
**Graduation grade: 72.53**
- **Scientific Bacculaureate (Al-Maouna High School) 2010**

**Languages**

- **English: Fluent in speaking, reading and writing.**
- **French: Good**