

## *Ismail Naim Yasin, CIS ,MBA*

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### ***Education:***

- MBA Degree from An-Najah National University, Palestine, 2003.
- B.Sc Degree from Al-Quds Open University, Computer Information System (CIS) , Palestine, May 1997.
- Diploma Certificate from the Second Mid - Industrial Institute, Mechanics, Halab/Syria, July 1979.

### ***Training:***

- ( June 27 July 27,2010),Certificate Trainer's Training for the IT Vocational Training Center, An-najah National University, organized by The Korea International Cooperation Agency(KOICA) .
- Instrumentation & Communication for three weeks, Summer University At Balamand University, Lebanon, 7-25/7/1997.  
  
Automation and Measurement Control, for six months, sponsored by the French Government , IUT-CACHAN, FRANCE, 1994.
- Computer Aided Design (CAD) Computer Aided Manufacturing (CAM), for five months sponsored by AMIDEAST, Southern Illinois University (SIU) CTC, U.S.A., 1990.
- Architectural Draghting, for six months, Arab Engineering Center, Nablus, 1981.
- Workshop in Data base at An-Najah University in 1993, sponsored by AMIDEAST.
- One month training course in solar energy at Beir-Zeit University in 1984.

### ***Published Works:***

- Paper, 15 March 2012 ( Vocational Training in Palestine from a Gender perspective: Visions and challenges, The Role of Hisham Hijjawi College of Technology in the " Vocational Training Process" in Palestine.

- Co-author of “Computer Applications in Accounting”, 2009.
- Co-Researcher, Factors that affect the use of Information Technology in the Process of Education in North Palestinian Schools., An-Najah University Journal for Research-B (Humanities), 2008.

***Experience:***

- 5/8/2011 – 4/10/2012 Director of Microsoft Academy, Hisham Hijjawi College of Technology.
- 5/8/2010 – 15/8/2011 Dean Assistant of Hisham Hijjawi College of Technology.
- Conducted training course on (Administrative Assistant/Private Secretary, Diploma Program), Cambridge International College-London, executed in cooperation with Korean Palestinian Institute-An-Najah National University, the program included (“PA/Secretarial Work Environments”, “Information, Records and Filing”, “Oral Communication, Forms And Business Documents”, “Business Letters”, “Memoranda, Reports, Telecommunications, Word processing”, ”Meetings”, “ Incoming and Outgoing Mail”, “Reception Work, Visitors and Appointments”, “Money Matters” , “Supervision of Office Personnel”).
- **2005-Now: Instructor of IT & BA , Hisham Hijjawi College of Technology, An-Najah National University, Nablus.**
- Part time Instructor at An-najah University, Faculty of Economics teach MIS(Management Information System), 2004.
- 50 Computer Training Courses Covering (Dos, windows, WinWord, Excel, PowerPoint, Access, AutoCAD, Internet & E-mail) from 1/11/1998 up to 31/08/2005, An-Najah National University, Studies Consultancies And Technical Services Center.
- 2 Training Courses (Executive Secretary& Office Management) from 1/6/2009 up to 30/11/2009, An-najah National University, Korean Palestinian IT Institute of Excellence(KPITIE).
- Supervisor of Internet service, An-Najah National University since 13/2/1999 -13/2/2001.
- Part time Instructor at Al-Quds Open University, teach 4 classes, MIS(Management Information System), Files Organization using COBOL language, Introduction to Computer, (AIS)Accounting Information System, from 2004 up to now.
- 1/1/1997, at An-Najah National University, Faculty of Engineering as a Computer Lab. Supervisor.

- I attended special courses through my MBA program by which Corporate Restructuring was defocus point of my subspecialty. In addition, and through my work at an Najah National University, I taught several courses as a part of my job as supervisor for Engineering Computer Lab. And through Continuing Educational Center.
- Those courses are Computer applications such as financial Excel functions, windows, WinWord, Excel, PowerPoint, Access, AutoCAD, Internet & E-mail, and Introduction to Computer.
- Since 1980 I have been working at An-Najah National University, Faculty of Engineering as a Lab technician.
- A school teacher for one year at Tulkarm Industrial Secondary school from 20/9/1979 - 31/10/1980.

***Languages:***

Arabic : Excellent  
 English: V.good  
 French : Good

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***Personal***

Nationality : Palestinian  
 Date of Birth : August, 28, 1958  
 Marital Status: Married -3 teens.