

Norah Nizam



PERSONAL

A motivated, adaptable and responsible civil engineer, extremely punctual, organized and professional with any task I take through my more than 5-year experience of work at Tishreen University on educational as well as administrative tasks.

A fast learner, thrive under pressure and has the required communication skills that needed to work in a changing work environments.

Looking for opportunities to gain more experience in the humanitarian field in a reputable organization.

CONTACT

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Work Experience

Teacher Assistant 07/2015 - present
Tishreen University, Latakia, Syria

Faculty of Civil Engineering /department of Geotechnical Engineering, faculty of Architecture, faculty of applied science.

- Deliver a range of teaching and assessment activities, including tutorials, seminars and lectures.
- Contribute to the development of appropriate teaching materials to ensure content and methods of delivery to meet learning objectives.
- Participate in the assessment process, using a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support their learning.
- Participate in the supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
- Undertake administrative duties such as:
 - ✓ The registration of baccalaureate students in their Faculties.
 - ✓ Regulating the examination process by coordinating with the Examination Administration Office.
 - ✓ Participation in coordinating and providing training camps for civil engineering students.
 - ✓ Automation of students' university data.
 - ✓ Review students' examination papers and check for errors in the grading process.

Reporter 9/2020 to 7/2021
CSR corporate social responsibility, international company

- Preparing reports in English on Corporate Social Responsibility (CSR) in various countries, attaching pictures and references.
- Conducting reports in English on the social responsibility of major universities in different countries, attaching pictures and references.

Geotechnical engineer 10/2018 to 3/2021
MAPNA engineering company, international company

- Conduct periodic reports and provide the management with the required documents, files and plans.
- Manage the expenditure on the project on a timely manner.
- Conduct a geotechnical feasibility study on the site.
- Provide management with summery reports on the results to move on to the next step.
- Responsible for engineering work such as: Studying the stability of a slope, designing a water tank, documents translation (Arabic to English)

Civil engineer 8/2015 to present
Private Engineering office, freelancing

- Structural analyses & Structural design.
- Drawing executive engineering plans using AutoCAD software.

VOLUNTEER WORK

Syrian Computer Society (SCS)

Latakia,

- Software in engineering world exhibition, organizer, software applications focal point. 2014, 2015, 2016
- Mechanical and Electrical Exhibition (MEE), Latakia, Tishreen University, organizer. 2015, 2016
- SCS organizational committee focal point. 2014,2015, 2016

EDUCATION

Master of Science 1/2016 to 4/2021
Tishreen University, Latakia, Syria

- Masters of Science in Soil Enhancement 94,44%
- Department of Geotechnical Engineering, Faculty of civil engineering.

BSc in Civil Engineering 11/2010 to 3/2015
(top 2 students)

- Faculty of Civil Engineering, Tishreen University, Latakia, Syria 86,2%.

TRAINING

Scientific Research Skills workshop 1/2016
Tishreen University

- Understand the steps to write a successful scientific research with a practical application
- Learn the steps to write and publish an article in international journals.

Revit workshop 4/2016

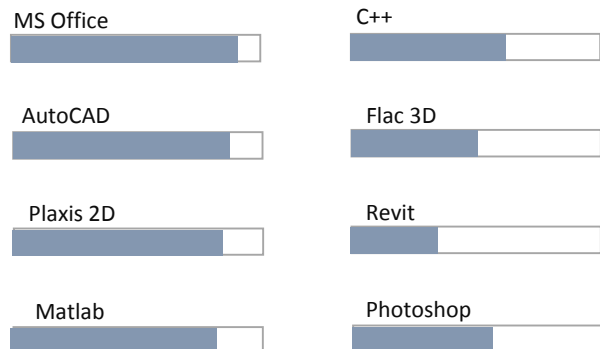
ASIST

- Get an introduction to Revit, the building information modelling (BIM) software for building design professionals.
- Learn how to create basic Revit families and add 3D elements.

CERTIFICATIONS

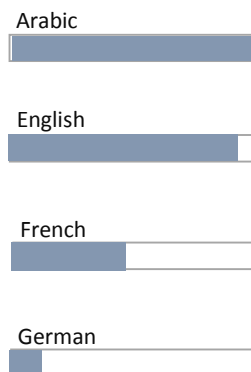
- Certificate of participation in INCD conference " THE EFFECT OF THE COVID-19 PANDEMIC ON THE FIELD OF URBANISM,OF ARCHITECTURE AND CONSTRUCTION: CRISIS OR OPPORTUNITY?"- Romania, Bucharest. 2021
- Certificate of publication in Journal of "Tishreen University for research and scientific studies" Volume 43 | Issus: 2 .2021.
- Certificate of publication in AJIRAS Journal "American Journal of Innovative Research & Applied Sciences" Volume 11 | Issus: 1 .2020.
- Certificate of appreciation (participate in educational camp for third year civil engineering students).2019
- International Computer Driving Licence.2016
- Certificate of appreciation (participate in the exhibition in the world of software engineering).2016
- Certificate of training course entitled building capacity and self.2015
- Certificate of appreciation (participate in the exhibition in the world of software engineering).2014
- Four certifications of Al-Bassel for academic excellence. 2011-2012-2013-2014

DIGITAL SKILLS



PERSONAL SKILLS

LANGUAGES



JOB RELATED

- Responsible
- Organized
- Creative
- Punctual
- Fast learner
- Self-motivated
- Committed
- Accurate
- Driven
- Multi-tasking
- Continues learning

REFERENCE

References are available upon requests.