

**SAMIA GEORGE SHAMMAS**  
**P.O.BOX 179**  
**RAMALLAH, PALESTINE**  
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## **EDUCATION**

**Birzeit University**, Birzeit, Palestine.

Master of Business Administration, June 2006, (Cumulative Average 90).

Relevant courses: Financial Management, Financial Institutions, Managerial Accounting, Statistics & Research Methodology, Strategic Management, Management Information Systems, International Business.

**Birzeit University**, Birzeit, Palestine.

Bachelor of Science in Accounting (Minor in Business Administration), February 2004, (Cumulative Average 89).

Relevant courses: Advanced Financial Accounting, Cost Accounting, Managerial Accounting, Auditing, Accounting Information Systems, Accounting for Financial Institutions, Financial Analysis, Accounting for Not-for-Profit Organizations, Financial Management, Intermediate Macro-Economic Theory, Intermediate Micro-Economic Theory, Business Communication, Human Resource Management, Organization Theory.

**Ramallah Women Training Center**, Ramallah, Palestine.

Diploma in Office Administration and Finance, July 1995.

**School of Hope**, Ramallah, Palestine.

High School, June 1993.

## **CERTIFICATES**

“**Al-Shamel**” Comprehensive Exam Certificate.

September 1995.

“**SCOTVEC**” Certificate.

July 1995.

“**Tawjihi**” Exam Certificate.

August 1993.

## **EXPERIENCE**

**Instructor**, Birzeit University, Faculty of Business and Economics, Accounting Department, Birzeit, Palestine.

February 2007 – Present (February 2007 – January 2013 on a part-time basis).

Responsibilities include:

- Teaching undergraduate accounting courses including: Intermediate Accounting I & II, Managerial Accounting, Cost Accounting and Principles of Accounting I & II.

- Advising accounting students on different issues related to course registration, graduation plan, and job search.

**Executive Officer**, Royal Danish Representative Office, Al-Bireh, Palestine.

February 2008 – May 2010.

Responsibilities include:

- Project financial accounting.
- Project financial management.
- Closing of Projects.

## **ACHIEVEMENTS**

Awarded the Masters degree in Business Administration with Distinction, Birzeit University, Birzeit, Palestine.

June 2006.

Awarded the Bachelor degree in Accounting with Distinction, Birzeit University, Birzeit, Palestine.

February 2004.

Awarded an Honor Certificate for Academic Achievement, School of Hope, Ramallah, Palestine.  
May 1993.

## **LANGUAGES**

English: Spoken (fluently)  
Written (Advanced)

Arabic: Spoken (fluently)  
Written (advanced)

## **COMPUTER SKILLS**

Windows 2003, 2007 (Word, Excel, PowerPoint)

**REFERENCES AVAILABLE UPON REQUEST**