



## Sawsan F. Sayej

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Every accomplishment starts with the decision to try. Be willing to make decisions.

My believes in environmental issues and the importance of community awareness in this field, thus changing the behavior of individuals and institutions towards the environment by participating in solving environmental problems, and various awareness programs.

My mission is to preserve the cleanliness of the environment, and its natural resources, an important component of good health, and an address for a conscious society.

### ***Education***

2010	BA in Business Management
2001-2002	Professional Management Diploma for non-governmental organizations. Final project: “Assessment and Evaluation of the administrative structure of the Media Institute”.
1996-1997	Executive Secretary Diploma

### ***Experience Work***

1998 to Present	<b>Administrative and financial Coordinator. Birzeit University (BZU)</b> <ul style="list-style-type: none"><li>- Follow-up preparation of the annual financial plan of the unit</li><li>- Follow-up to prepare and write the administrative and financial reports and follow up on financial matters with the relevant authorities</li><li>- Follow-up projects signed with the financiers and the Institute.</li><li>- Audit the financial reports of the unit And review with the Department of Finance</li><li>- Preparing the administrative and financial reports of the Institute,</li></ul>
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- Follow-up staff time and evaluate contracts Affairs.
- Assist in the writing and preparation of the budgets of the project proposals, and the preparation of the budgets of the various projects in coordination with the Director.
- Assisting in the preparation of the annual financial plan of the Institute and the preparation of the budgets of project proposals in cooperation and coordination with the direct supervisor.

2021-2024 Steering Committee Member - Women and Water Network  
Palestinian Hydrology Group (PHG)

1996-1998 Executive Secretary  
Ministry of Culture, Ramallah, Palestine

### ***SKILLS AND COMPETENCIES***

Communication Skills	Ability to prioritize workload Project scheduling Ability to work as part of a team an independently using my own initiative
Coordinating skills	High skills in coordinating and arranging conferences and workshops, and following up with all stakeholders.
Specialized software	MS word, Excel, Internet, Email, social media.
Other	Average experience in writing project proposals

### ***Training Courses- activities***

2022, December	Participation in the conference entitled “The reality of Palestinian women in the water sector”
2018, September	Fund raising workshop Birzeit University
2018, May	University publishing unit
2017, August	Facilitators training course (Career station) Center of Continuing Education-Birzeit University
2016, January	Training on the use of social media Media Development Center - Birzeit University
2015, September	Project Identification, Development and Management. Maastricht School of Management- The Netherlands

2015, August Training of Trainers Workshop on Mobility included in the MED MOBIL Project-Supportive International Approach to Increase and Improve the Mobility and Exchange for Young People in the Mediterranean.  
Birzeit University.

2015, May Training in Project Proposal Design  
Birzeit University

2003, English Language Development Course  
Birzeit University

***LANGUAGE PROFICIENCY***

Language	Reading	Speaking	Writing
English	Fluent	Fluent	Advanced
Arabic	Fluent	Fluent	Fluent