**Wafa’a .D. El Khatib**

Address: Amman- Jordan

Tel: **009627 88 57 52 05**

Email:wafaa.khatib@hotmail.fr

**Education and Qualifications:**

**Since 2013 until now:** PhD student in science of Languages at Lebanese University – Beirut - Lebanon

**2006-2007:** M2 Social science filed (Theory of Foreign Languages and Cultures), Lumière -Lyon 2 University - Lyon - France.

**2004- 2005:** M1 French Language and Linguistics, University Stendhal - Grenoble - France.

**2000- 2004**: Bachelor of Modern Languages (French and Spanish), Yarmouk University - Jordan.

**1999- 2000**: Tawjihi with 82.6% in Jordan

#### Work Experience:

**2015- present:** Sales and marketing supervisor at Terhaal eco- tourism Adventures (Amman-Jordan)
**Job Responsibilities:**
- Prospecting, qualifying, developing and closing sales opportunities within a defined territory.
- Forecasting and tracking of sales opportunities.
- Achieving sales targets.
- Understanding industry trends, product capabilities and customer requirements.

-Establishing executive level, long term customer relationship for future cross-sell and up-sell opportunities.

- Ensuring customer stratification.

**2013- 2015:** Tour Consultant at Terhaal eco- Tourism Adventures (Amman-Jordan)
**Job Responsibilities:
-** Handle client inquiries over, email, phone and walk in, starting from analyzing clients’ needs, planning the travel itinerary and closing with clients.

- Organize logistics and reservations with suppliers.

- Participation in the execution of social media plans on Facebook.

- Price the program for tour operator - group and individual.

**2011:** Operations Executive at New Plaza Tours (Beirut- Lebanon)
**Job Responsibilities**:
- Offer travel services of the highest quality, incentives travel packages, Honey moon packages or groups.

 - Offer a wide variety of rates which includes tickets, Hotels Visas, inside tours such as sightseeing, dinners, boat trips and rent a car and many other types of tours and organized a range of programs and packages to set Holidays all over the world with a variety of destinations round the year.

**2010- 2011 Instructor at Philadelphia University (Amman- Jordan)**Faculty of Tourismand hotelsManagement.
**Job Responsibilities:**- Teachingthe concept and techniques related to tourism, hotel and restaurant operations, international marketing, food preparation and service in French language.

**2006 -2007 Researcher at ICAR laboratory (Lyon- France)**as a researcher we focused on the multidimensional analysis of the use of language in interaction and in the text, apprehended so equipped on large corpus of interactive oral and textual data.

**Personal Research:

October 2006- June 2007**: Work on the situational analysis of (Interactions, Corpus, Learning, And Representation), at École Normale Supérieure Humanities & Social Sciences. (Under the direction of Karine Robinault.

**April 2004- July 2005:** Work on A Semantic Lexicon for Emotions and Feelings (under the direction of Madam: Cristelle Cavalla, University Stendhal Grenoble III.

**April 2005- June 2006:** Work on An Analysis and Evaluation of Two Pronunciation methods in French foreign language (under the direction of Ms. Dominique ABRY- University Stendhal-Grenoble 3.

**International Exchanges and Scholarships

March 2016- June 2016**: Management Training in Small and Medium-Sized Enterprises (SMEs) our project is Tree of life (Training in Environmental Education center) with SwichMED and Business Development Center- Amman- Jordan.

**September 2004- June 2005:** Intensive French course, department of classical and modern literature, Stendhal University, Grenoble, France.

**September 2003- October 2003:** Intensive French course, International School French language and civilization, Toulouse, France.

**Personnel and Skills Profile**- Ability to achieve personal goals as demonstrated by the success of mastery.

- Ambitious, motivated and goal-oriented with a clear and concise vision of future goals.

- Excellent communicating at all levels of social contacts.

- Highly motivated, with strong learning ability.

- Able to write reports on social issues, attend events, and build reports and stories.

- Knowing how to work under pressure and within the team, can take the initiative and solve problems.

 - Possessing excellent computer skills (MS Office, Internet, and Outlook Express).

**Merits:**

**Languages:** French: read, written, spoken (very good), English: read, written, spoken (very good), Spanish: read, written (good), And Turkish: Read (good) Arabic: mother tongue.

**Hobbies:** reading, writing, playing Buzuq, Hiking, Cycling, swimming, traveling (visited countries: France, Switzerland, Germany, Turkey, Lebanon, Syria, and United Ara of Emirates)

**Driving License:** Jordanian and international.

**Social Interests:**Member at Hand’s on Hope NGO.
Member of the Institute of International Cultural Exchange IICE.
Writerat Jammoul Magazine and Beirut press.

References on request.