

PMP®	1
Curriculum	Vitae
erit Musa	Hakuz

*Microso* CERTIFI Systems Administrator

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### **Objectives:**

A career that will to utilize my experience (over 13 years) and my MBA, PMP, MCSE, MCSA, RFID+ and build on to accomplish set targets.

### **Education:**

- MBA (MIS concentration) from NYiT (American University), 2003. •
- B.Sc. Mechanical Engineering, 1993, University of Jordan. (Final year project: Computer Aided Analysis & Synthesis of Planer Four Bar • Mechanism; a program written in AutoLISP, Basic & Pascal and runs through AutoCAD menus.)
- PMP (Project Management Professional), Certification Number: 229102
  - (Microsoft Certified Professional), since 1999.
- MCP: 1541131 MCSE (Microsoft Certified System Engineer) MCSA

(Microsoft Certified System Administrator)

MCP (Implementing & Supporting MS Windows NT® Server 4.0)

MCP (Implementing & Supporting MS Windows NT® Workstation 4.0)

MCP (Implementing & Supporting MS Windows NT® Server 4.0 in the Enterprise)

MCP (Implementing, configuring, and Administering MS Windows ® 2000 Professional 070-210)

MCP (Implementing, configuring, and Administering MS Windows ® 2000 Server 070-215)

MCP (Implementing and Administering a MS Windows 2000 Directory Services Infrastructure 070-217)

MCP (Implementing and Administering a MS Windows 2000 Network Infrastructure 070-216)

MCP (Designing Security for a Microsoft Windows 2000 Network 070-220)

MCP (Managing a Microsoft Windows 2000 Network Environment 070-218)

MCP (Designing a Microsoft Windows 2000 Directory Services Infrastructure 070-219)

RFID+

### Training Courses:

Level 1 Referee Course (Rugby), Arabian Gulf Rugby Football, Amman, Jordan. May 2005 Apr 2005 Project Management Training and Certification Program PMP (60 hours), Method, Amman, Jordan. . Dec 2004 Entrepreneurship Training Workshop, United Nations Conference on Trade and Development, Amman, Jordan. Nov 2003 Strategic Diagnostic for E-Government, Harvard, USA, 2003 Oct 2002 Introduction to ArcIMS, InfoGraph, Amman, Jordan. Oct 2002 Working with ArcGIS Spatial Analysis, InfoGraph, Amman, Jordan. Oct 2002 Introduction to ArcGIS I, InfoGraph, Amman, Jordan. Oct 2002 PADI open water diving, Royal Diving Center, Aqaba, Jordan. Sep 2002 Introduction to CISCO Network Devices (ICND), FACT center, Amman, Jordan. Three weeks observation tour to the USA; Dept of Health and Human Services, Labor and workforce Commissions Sep 2002 (Delaware, Virginia/Fairfax and Austin). Designing a Secure Microsoft Windows 2000 Network, STS Training Center, Amman. Aug 2001 Aug 2001 Implementing and Administering a Microsoft Windows 2000 Directory Services, STS Training Center, Amman, Jordan. July 2001 Implementing and Administering a Microsoft Windows 2000 Network Infrastructure, STS Training Center, Amman, Jordan July 2001 Implementing Microsoft Windows 2000 Professional & Server, STS Training Center, Amman, Jordan. July 2001 Microsoft Windows 2000 Network & Operating System Essentials, STS Training Center, Amman, Jordan. Nov 2000 AccPac Accounting system, CATS, Amman, Jordan. May 2000 Supervisor Skills, Royal Jordanian Training Center, Amman Jordan. May 1999 Y2K Contingency Planning Conference, SHUA'A, Amman, Jordan. May 1999 Supporting Microsoft Windows NT 4.0 Core Technologies, STS Training Center, Amman, Jordan. Mar. 1999 Windows NT Server 4.0 Administration, STS Training Center, Amman, Jordan. Modern Scientific Method of Analyzing and Solving Problems related to Y2K, SHUA'A, Amman, Jordan. Dec 1998 July 1998 Microsoft Access Programming: Hands-On, Learning Tree International, Los Angeles, USA. Solaris UNIX Administration, STS Training Center, Amman, Jordan. Mar. 1997 Introduction to Solaris UNIX, STS Training Center, Amman, Jordan. Mar. 1997 Jan 1997 Oracle Server Administration, Computer & Communications Systems (CCS), Amman, Jordan. Dec. 1996 Oracle \*Forms V4.5 (Developer 2000), CCS, Amman, Jordan. Oracle Procedural Language PL/SQL, CCS, Amman, Jordan. Dec. 1996 Dec. 1996 Oracle \*Report V2.5 (Developer 2000), CCS, Amman, Jordan. Nov. 1996 Introduction to Oracle 7 SQL, CCS, Amman, Jordan. MS Access 2.0 Programming, INFOTEC, Amman, Jordan. 1996 1996 Instructional Techniques, Royal Jordanian Training Center, Amman, Jordan. April 1996 Novell 4.x Admin., QA center, London. 1996 "Airlines Procedures & System Concept", AACO (Arab Air Carriers Organization), Amman, Jordan. MS Project 4.0, STS Training Center, Amman, Jordan. Dec. 1995 MS Excel 4.0, Royal Jordanian Training Center, Amman, Jordan. Feb. 1995 1995 RB211 Engines, Royal Jordanian Training Center, Amman, Jordan. Sep. 1994 Policy & Procedure Manual; Engineering & Maintenance, Royal Jordanian Training Center, Amman, Jordan. Novell Network 3.11 (Installation & Administration), GCE Training Center, Amman, Jordan. Jul. 1994 Oct.1986 The House of Languages Center, English courses equivalent of 420 hours, Amman, Jordan.

## Conferences:

- Dubai Air Show 2003; part of Jordan Aviation Group representing four companies (JorAMCo, JALCo, JAC & Royal Jordanian Air Force)
- The Middle East Strategic Conference for Year 2000 Computer Crisis, Amman, Jordan, Sep 1998.
- Airlines on the Internet, IATA conference, Miami, USA, Feb 1997.
- Jordan first Conference on Poverty, May 2001

## Languages:

: Read, write and speak; Excellent Arabic

: Read, write and speak; Excellent (Airline & USAID projects) English

### Computer Languages:

Basic, Fortran, Pascal, FoxPro 2.5 (DOS & Windows), AutoLisp(AutoCAD), Visual Basic, C (background), HTML & making Home Pages.

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#### Memberships/Associations/Clubs:

- Jordan Engineering Association.
- Jordan Computer Society.
- Friend of Prince Hamza School Club (Treasurer). .
- Automobile and Traffic Awareness Club/University of Jordan (1989-90 Treasurer, 1990-91 Secretary). PML
- Jordan Rugby Football Club (Chairman).

#### Platforms:

DOS, Windows 95/98, Windows NT WS/Svr, Window 2000 (Pro & Server), Windows XP, Novell. Some Unix experience.

# **Computer Packages:**

Novell NetWare 3.12 (Admin.)	MS Publisher 2.0, 98 & XP
Novell NetWare 4.x (Admin & Support)	MS Access 2.0, 97, 2000 & XP (using & programming)
MS Windows 2000 Server (MCSE/MCSA)	MS FoxPro 2.5 (DOS & Windows)
MS Windows 2000 Professional (MCSE/MCSA)	MS SQL 2000 (Installation)
MS Windows NT Server 4.0 (MCP)	Coral Draw 5.0, 6.0, 8.0,9.0 & 10
MS Windows NT Workstations 4.0 (MCP)	AutoCAD (using & programming)
MS Windows 95, 98 & ME (Using & Trouble shooting)	Harvard Graphics 3.0 & 4.0
MS Windows 3.11 (Using & Trouble shooting)	MS VISIO 5.0, 2000, XP & 2003
MS Word 2.0, 6.0, 95, 97, 2000 & XP	Adobe Photo Shop 5.5, 6.0 & 7.0
MS Excel 4.0, 5.0, 95, 97, 2000 & XP	Adobe Illustrator 8.0, 9.0 & 10.0
MS FrontPage 98, 2000 & XP	ArcVeiw 8.2 (GIS)
MS Windows XP	Adobe Acrobat 4.0 (ME) & 5.0 (ME)
MS SBS (W2k, Exchange 2000, SQL 2000, ISA)	Symantec Norton Antivirus Enterprise
MS Project 4.0, 98 & 2000	Crystal Reports
MS IIS	

### Hobbies:

Swimming, Tennis, Rugby, Football, Jogging, Diving.

#### **Experience:**

International Air Transport Association (IATA) May 2005 - Current

- Regional Program Manager, Simplifying the Business (StB), MENA (Middle East & North Africa)
  - o Represent and support StB in MENA (include training)
  - Budgeting and forecasting expenses
  - Regional expert on StB issues
  - o Meet airlines and discus progress and needed support
  - o Organize event and workshops

#### Strategy Network Marketing, Nov 2004 - April 2005 (Web Application Company)

- Production Manager
- o Supervise production staff. Meet customers and do the system analysis.
- Prepare proposals.
- o Manage development of Application / website done on .Net.

## Jordan Poverty Alleviation Program (Nathan Associates Inc.), May 2001 - June 2004.

A USAID program for the Jordanian Ministry of Social Development.

Senior Information Technology Consultant.

Poverty maps (GIS: Geographical Information Sampling).

## Senior IT Consultant

- o Writing the "National Strategy for Poverty Alleviation" IT section, which was adopted by the Jordanian government.
- o Design of Poverty database, hosted at National Aid Fund (NAF), managing two full time programmers (Oracle, SQL, Unix & Windows).
- o Poverty mapping using GIS (Geographical Information Sampling), using ArcView 8.2, including analysis.
- Project manager for the automation of NAF.
- o Re-design of NAF network, includes linking 50 offices in Jordan.
- o Putting specification for PC & Servers, Tenders.
- o Network administrator of the project (JPAP).
- o Any IT and non-IT studies given by Her/His Excellency, Minister of Social Development.
- o Participate in committees at the National Aid Fund; covering IT related and non-IT related issues.
- o Writing TOR for staff, interviewing and selecting potential staff.
- o Writing RFP.

## General

- o Manage the Jordan Rugby Club as Chairman of the club.
- o Organize Rugby tournaments that include arranging for airlines travel, hotels, sponsorships and fund raising, patronage ... etc.
- o Meeting with officials to set up tournaments, legal & security issues.
- o Active member in Al-Jeel Al-Jaddeed Social/sport club.
- o Arrange for Jordan team travels abroad when attending tournaments.
- Participated in Dubai Airshow as "Exhibitor" as part of the Jordan team.

- Al-Jeel Al-Jadeed Club.
- Circassian Charity Association.
- PADI Diver •

- Web design / web master of www.circassinas.org (Welfare/charity organization), www.al-jeel.org (Sport / Social club), www.jrfc.org (Rugby club).
- o Web design / web master of www.carfarj.org (previously www.fjbc.info), French Jordanian Business Club.

Working as **IT Consultant** for Jordan Airmotive Limited Co. (www.jalco.com.jo), May 2001 – Dec 2004. Provide technical advice and study new systems and future plans.

## Royal Jordanian Airlines, Maintenance Department April 1994 – May 2001.

- Senior Engineer (Automation/ Acting IT Manager).
- Engine Overhaul Facility, Cost Control.
- Network Supervisor & Coordinator.
- Cost Control:
  - o Making invoices (Aircraft Engines repair).
  - Negotiations of contracts.
  - Making, Checking and following-up contracts (non-IT related).
  - Yearly budget for the department (team of three).
  - Worked on the separation from RJ (financially), working with SABA consulting.
- Automation:
  - Acting as IT manager.
  - o Business analysis, to determine needs and future plans.
  - o System analysis (either for in-house development or 3rd party).
  - o Administration and support for two Novell 3.12 networks, and two Windows NT 4.0 network (MCP).
  - Support for 100 PC's, running Windows 95/98, NT workstations, WFW, W2K.
  - Installation & trouble shooting for application, like office (up to 2000).
  - o Installation & support for Airline maintenance applications, provided by suppliers (like General Electric, SNECMA, Jouve).
  - o Part of Royal Jordanian IT working group (between departments).
  - Writing applications on MS Access97.
  - o Writing small applications on VB5.
  - Making yearly budget for IT related items.
  - Review & negotiations of contracts (IT related).
  - Study new systems, plans for future applications.
  - Hardware maintenance.
  - Preparing and studying tenders (6 years experience).
  - o Installing & supporting AccPac financial system.
  - Help users in taking advantage on the MS Office capabilities.
  - o Support for users on Internet, email, Windows & applications problems.
  - After the privatization of the Engineering department, which became two companies; Jordan Aircraft Maintenance Co., JorAMCo (www.joramco.com.jo), and Jordan Airmotive Limited Co., JALCo (www.jalco.com.jo), I was acting as IT manager in charge for both companies.
  - o Initial Web design of both www.joramco.com.jo & www.jalco.com.jo (new companies after privatization).
- General
  - o Member of TQM selective team at Royal Jordanian Airlines Maintenance Dept (12 out off 1,400 people).
  - Part of Royal Jordanian team for the IATA conference.
  - o Part of Royal Jordanian Internet team, establishing the first web page for RJ.
  - o Supervising university trainees (IT), as part of there graduation training.
  - Member of JIMEC97 (Jordan International Mechanical Conference 97) Home page Team "Team of three".

### Aram Corporation for International Tradings, June 1993 - April 1994.

#### Engineer.

Computer programmer and PC assembling and maintenance.

PC assembling, software installation.

Small applications using FoxPro 2.5 (DOS & Windows).

Studying customers needs.