

CHRISTINE SAWALHA

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OBJECTIVE

To position myself in a dynamic team-oriented environment that would utilize my knowledge in the Administrative and Financial field, leverage my professional growth, and challenge me further. I, therefore, seek recruitment at organizations that are focused on promoting growth by providing superior value and service.

EDUCATION

Bachelor of Arts in Modern Languages
Major French Language, Minor English Language
July 2002
Yarmouk University
Amman, Jordan

General Educational Exam (Tawjihi)
August 1998
Rosary College
Amman, Jordan

LANGUAGES

Arabic: Mother Tongue

English: fluently speaking, reading, and writing.

French: fluently speaking, reading, and writing.

PROFESSIONAL EXPERIENCE

Kentucky Department of Public Health
275 E Main Street, Frankfort, KY 40601

Grant Administrator, Project Director

February 2022- Present

- Review of Federal & State legislation and regulations to identify program target populations, purposes, requirements, and funding.

- Proficient in grant proposal composition and adept at securing federal grants, with a demonstrated track record of successful grant acquisitions, followed by efficient grant management and compliance oversight.
- Development and recommendations of program policies and procedures including reporting Federal & State requirements and procedures, forms, spending allocations and other managerial prerogatives.
- Provision of training for staff in Federal & State programmatic or procedural changes.
- Compilation Federal & State data, reports, and surveys to assess program effectiveness.
- Collaboration with local, state, and federal officials to resolve programmatic issues, including participation in on-site monitoring, as needed.
- Provision of technical assistance (TA) regarding the implementation of the HANDS/MIECHV program and monitoring the effectiveness of TA provided.
- Implementation of other HANDS/MIECHV duties as assigned.

Cook & Watkins PLC,

306 N Hamilton Street, Georgetown KY 40324

Legal Assistant & Project Manager

August 2019- February 2021

- Summarizing cases and preparing reports for attorneys.
- Conducting research, investigating facts.
- Drafting legal documents such as contracts, Letters Of Understanding.
- Preparing and filing documents with courts.
- Organizing and archiving the documents related to completed and ongoing cases.
- Maintaining website and replying to clients' inquiries.

Embassy of the United States of America in Amman

United States Agency for International Development (USAID/Jordan)

Office of Population & Family Health

Program Manager & Administrative Assistant

July 2014 - October 2017

Program Management

- Federal Budget Formulation, Management, and Tracking Coordinates the Population and Family Health Office's budget.
- Allocation for new Federal & State activities and/or activities that need incremental funding.
- Prepares historical analyses and predicts Federal & State budget and strategic trends.
- Perform Federal Contract Administration functions, financial & program management support including obligating, de-obligating, committing and de-committing funds, incremental funding and budget realignments for all projects using the USAID system.
- Works with the team in the development of requisitions in the Federal Global Acquisition and Assistance System (GLAAS) and related memoranda, to ensure that all technical

details, such as budget elements, contract numbers, funding cite information, etc., are correct.

- Monitors allocation of Federal & State funds between Health sector, USAID/Jordan and the Bureau by managing the budget allocation process.
- Works closely with the Financial Management and Program Offices on tracking of committed, sub-obligated and disbursed funds programmed through field support.
- Ensures that Federal & State reporting vehicles and the flow of information and data integrity are maintained and ready for Federal financial audits and for resolving any differences, inconsistencies and/or inaccuracies.
- Coordinating and updating the relevant portions of Results Framework.
- Maintaining the Federal Performance Management Plan (PMP).
- Organizing Data Quality Assessments (DQAs).
- Tracking and reporting Federal & State performance results.
- Serves as State administrative liaison with implementing organizations to ensure compliance with USG requirements related to travel, visas, training, financial and programmatic.
- Serves as the State liaison and main contact between the Department of Communication DOC team and Population and Family Health office for all communication and outreach activities.
- Manages two technical projects to help build a public health surveillance system for Jordan and to expand Jordan's infectious diseases control capabilities with the coordination of United Nations agencies including the World Health Organization (WHO) and the Food and Agriculture Organization (FAO), as well as the Jordan Ministry of Health, Ministry of Environment, and Jordan University of Science and Technology.

Administrative Assistant

- Supervise project implementers, monitor work progress and check if targets have been delivered.
- Monitor expandable supplies and prepare expandable supply, procurement actions request as needed.
- Advise and assist the Office Director and other staff in the appropriate application of policies and procedures to personnel actions, travel and transportation.
- Communicate extensively with other offices to distribute information, schedule meetings and determine appropriate response strategies.
- Coordinate travel for the Director and other staff members and arrange for expense claim and travel authorization.
- Assist with Federal budget preparation, track expenditure, and prepare variance reports.
- Prepare security clearances and/ or tax exemption requests in coordination with Ministry of Planning.
- Review the implementation of the training procedures and guidelines for USAID Jordan employees, as part of being a member of the Training Advisory Committee group.
- Arrange meetings and conferences in coordination with ministries and other stakeholders.
- Perform contract administration functions.

Embassy of the United States of America in Amman
United States Army Corps of Engineers (USACE), Middle East Division
Administrative Assistant
September 2009 – July 2014

- Supervise Federal contractors, contracts, monitor Federal work progress & if tasks have been accomplished professionally.
- Monitor expandable supplies and prepares expandable supply requests, procurement requests as needed.
- Perform Federal Contract Administration functions, payments, and accurately apply United States Army Corps of Engineers USACE procurement laws, regulations, policies, and procedures.
- Review, approve and track payments, Federal financial reports,
- Assist in resolving issues during the contract performance, including modifications, implementation, cost analysis, and monitoring through using the Resident Manager Systems (RMS) and the USACE financial system (CEFMS).
- Advise and assist the Resident Engineer and his staff in the appropriate application of policies and procedures to personnel actions, travel mid transportation, contract payments, contract performance tracking and modifications.
- Supply services coordinate with Trans-Atlantic Division TAD staff office to determine current requirements.
- Coordinates personnel actions for Jordan Resident Office & TAD office.
- Liaison between Corps of Engineers COE office and the HR office for any related Foreign Service Nationals FSN's personnel actions.
- Prepare security clearances and or tax exemption requests in coordination with Jordan Army Forces JAF.
- Coordination with the customer represented in the JAF, coordinate with the JAF's responsible personnel in case of connecting to the existing facilities and related matters.
- Assist the Resident Engineer in overseeing the contract's milestone, performance and close out of all contracts and ensure that the requirements are within the USG laws and regulations.

Doka Formwork, Amman, Jordan

Bureau Chief Assistant
February 2007 – June 2009

- Manage and coordinate workshops, seminars and related logistics.
- Maintain filing system, petty cash and budget control.
- Attend various meetings and take notes.
- Prepare invoices, collect credit and payments.
- Establish proper correspondences and contracts.

- Prepare reports on employee safety, welfare, wellness, and health.
- Employee services according to Jordanian law
- Organize personnel filing system, bonuses, annual leaves and sick leaves.

Jordan Est. for Over Head Cranes, Amman, Jordan

Administrative Assistant
May 2002 – February 2007

- Organize workshops, events for incoming guests.
- Arrange contracts, Memorandum of Understanding, proposals and payments.
- Arrange guests' accommodations, tours and other applicable conference activities.

PROFESSIONAL TRAINING COURSES and Awards

Construction Contract Administration

San Francisco, California, United States, May 2010

Negotiating Construction Contract Modification

Denver, Colorado, United States, April 2011

Federal Budget Training (Formulation & Execution)

Cairo, Egypt, 2009/ Washington DC 2016

Leadership Development Program 2011, Tier I & Tier II, Washington, V.A.

Introduction to Government Financial Management & Budget, Washington DC 2016

Received two Meritorious Awards from US Embassy Amman in 2016 for going above and beyond my duties during a transition period and office Staff Shortage.

Computer Skills: Excellent Computer Skills in Microsoft Office programs (Word, Excel, Power point), Adobe Acrobat, and also Microsoft Office Tools (Microsoft Document Scanning, Microsoft Document Imaging, Microsoft Picture Manager)

Skills:

- Ability to gather data and prepare reports
- Negotiation skills
- Ability to work under pressure.
- Ability to work independently and with minimum supervision
- Results oriented
- Adaptable and able to promote new innovative ideas
- Ability to work with broad range of individuals tactfully and diplomatically

PERSONAL INFORMATION

Marital status: Married
Nationality: Jordanian
Place and date of birth: Amman, February 14th, 1980

REFERENCES

Furnished upon request.