


JENIFER EVILLA FERNANDEZ		
Coordinator, Oil and Gas Research Center		
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Credentials	Bachelor of Science in Computer Science Major in Programming	

Computer Skills

- Advance user of Microsoft Office
- Windows XP
- Microsoft Outlook
- Internet Surfing
- Computer Network Fundamentals
- Operating system Fundamentals
- Documents & Correspondence Management System (CMS)

Other Skills and Competences

- Knowledge in use of spreadsheet, database, word processing and other job specific software.
- Knowledge in basic Programming Cobol, Pascal and Fox Pro.
- First Aid Certificate
- CPR Certificate

Duties

- Creates and maintains an organized filing system (personnel, students, research)
- Arranges meetings and appointments, refreshments; books rooms and informs attendees of schedule. Prepares agenda and other information required for meetings.
- Maintains current information of policies and procedures (orders, decisions) in order to deal with inquiries from staffs and students.
- Covers the Center’s telephones and talks messages at all times.
- Maintains and organizes Director diary and schedule.
- Orders and maintains supplies required by the Center.
- Write and dispatch letters of requesting needed by the Center.
- Develops and maintains tracking mechanisms as required (deadlines, staffs and students whereabouts).
- Organize and arrange for Centers workshop, meetings, conference & seminars.
- Minutes of meetings. Answer all general inquiries.