

Curriculum Vita

Personal information:

Name **Raghda Adnan Ibrahim Zaid**
Nationality Jordanian.
Marital status Married.

"Long experience in proposal preparation, networking, grant agreement negotiations and management of projects"

Skills profile :

- Effective organizational, communication and planning skills developed when following up the activities of the international cooperation department at the Higher Council for Science and Technology and when Supporting Research and Technological Development and Innovation Initiative and Strategies through EU funded projects (e.g SRTD).
- Experience of working under pressure and to tight deadlines as evidenced when working as an analyst in the Quality Control Department of The Arab Pharmaceutical Manufacturing CO.LTD.
- Experience in working in Jordan and Qatar in public and private sectors. In addition to dealing with several research international institutions while managing the following up the agreements and conducting the research activities.

Education :

- 1/4/2004 M.Sc. Degree in Pharmaceutical science from Pharmacy Department at the University of Jordan. My GPA was 3.91 out of 4 "Excellent, finishing 2 years study requirements within 1.5 years."
- 4/2/2001 B.Sc. Degree from Pharmacy Department at the University of Jordan. My GPA was 3.34 out of 4 "very good, finishing 5 years study requirements within 4.5 years."
- 19/7/1996 The Jordanian General Secondary Education Certificate (Tawjihi). "Scientific Stream.", (Al-Manhal school) Jordan, Over all average: 91.3% (ninety one point three)

Work Experience :

- 24/11/14- Till now Working at Qatar University as a contracts and grants Manager. My duties there involve the following:
- Research and identify potential sponsors to fund new Institute projects.

- Assist in the preparation of sponsored research proposals.
- Maintain a close and detailed understanding of funded sponsored research projects and related guidelines and requirements of the sponsors and University
- Assist in the preparation and submission of Institutional Review Board (IRB) applications and follow up on receiving the necessary approvals.
- Prepare and maintain detailed budgets and reconcile expenses for individual sponsored research projects
- Oversee sponsored research project close-outs.
- Handle the negotiation phase of the agreements and MOU between Qatar University and other research institutions at national and international level.

1/10/13- 15/5/14 Working at the British Council-Doha/ Qatar as a project manager. My duties there involved the following:

- Management of the educational and scientific projects (management of resources-human, physical and financial) and ensure that they are planned, delivered, monitored and evaluated to the highest quality standards.
- Developing good relationships with current partners and build new networks of influencers relevant to the British Council programs and objectives.
- Scorecard data monitored to ensure that data accurately reflects reach and impact and that projects are on track to meet targets.

3/4/05-21/11/12 Working at the Higher Council for Science and Technology-Amman/ Jordan as the director of International Cooperation Department. My duties there involved the following:

- Following up the implementation of the activities listed in S&T cooperation agreements and coordinating with the local institutions to benefit from the signed S&T agreements with different entities in which HCST is signatory to e.g the German Research Agency (DFG), the Federation of Arab Scientific Research Councils and National Science Foundation/USA.
- FP7 National coordinator and FP7 International Cooperation National Contact Point in Jordan.
- Establishing and managing Jordan's National Contact Point (www.inp.jo) with the objective of encouraging the Jordanian participation in European programs, offering advice on administrative procedures, and contractual issues, offering assistance in partner search activities, supporting the submission of high quality proposals, and organization training sessions for target groups.
- Establishing six thematic national contact points in Jordan.
- Coordinating EU-JORDANNET Project which aimed at increasing research cooperation between Jordan and Europe and developing an S&T Observatory on Jordanian Research and Technology co-operation with Europe.
- Preparing proposals for European framework programs and other EU

schemes.

- Preparing the technical reports and management reports, including cost statements to deliver to the European Commission.
- Participating in several projects funded by the European Union such as: Support for Participants in Information and Communication Technologies (ICT) Priority by the Network for Information Society Technologies (IST) under the Transition to the 7th Framework Program "Idealist7fp", International Cooperation in Food, Agriculture and Biotechnology "FOOD-N-Co", Promotion of the Participation of Researchers from Mediterranean Partner Countries (MPC) To European Research and Mobility Program "PROMEDAccess", Strengthening the European Research Area in Mediterranean Countries "ERA-MED", INNFORMED, Mediterranean Innovation and Research Coordination Action "MIRA" and Integrating Jordan into the European Research Area "IJERA".
- Jordanian national expert in ERAWATCH; the European Commission's information platform on European, national and regional research systems and policies with the main objective of supporting policy-making in the research field in Europe contributing to the realization of the European Research Area (ERA).
- A member of European networks (e.g Idealist2011 and Health NCP)
- A member in various committees (e.g setting STI policy and strategy for the Kingdom (2012-2016) and a program for capacity for Jordanian research community).

19/5/09-28/2/011 Project Management Unit (PMU) Director the Support to Research and Technological Development and Innovation Initiative and Strategies Programme "SRTD": funding and following up the implementation of 60 research and start up grants, Establishing working relations and action plans on training and developing the support to the liaison officers and researchers in the universities and research centers, training the PMU staff on European programs and networking with ongoing projects funded by the EC, and establishing national technology transfer system in Jordan (Technology transfer units in universities, research centers and SMEs). In addition to coordinating 50 liaison officers in the public and private universities and research centers throughout the country and providing them with the training needed to help us disseminate information about European Research Funding Opportunities.

1/5/04-28/2/05 Working as a preclinical division head at the Pharmaceutical Research Unit-located in the Royal Scientific Society. My duties there entailed but not limited to the following:

- Searching in different topics and via diverse means to update the PRU knowledge concerning bioequivalence studies or preclinical trials.
- Designing study plans for preclinical studies including testing the efficacy of some Jordanian medicinal plants and the toxicity of new drugs.
- Writing protocols and case report forms for the above preclinical studies.
- Participation in writing papers for publication discussing the bioequivalence studies conducted at the Pharmaceutical Research Unit.
- Contacting different companies (inside and outside Jordan) for

purchasing the requirements for the animal house.

- Gathering the data and following up the design of the website and multimedia CD for the Pharmaceutical Research Unit.

16-2/03-18-6/03 Working as a teaching assistant at the Faculty of pharmacy in the University of Jordan. My work there involved teaching first year students the practical part of analytical chemistry "concentrating on the principles of the analytical techniques

30/5/01- 29/9/02 Working as a pharmacist in the Quality Control department of The Arab Pharmaceutical Manufacturing CO. LTD "Physical/Chemical analysis"

My duties there involved the following:

- Dealing with the specifications, testing organization, documentation and release procedures that are carried out before the products are released for sale.
- Sampling, inspecting and testing of raw materials.
- Chemical and physical testing of intermediates and finished Products including tablets, capsules, syrups, suspensions, suppositories, creams, and ointments.
- Analysis of active ingredients of drugs or potential impurities using different analytical techniques including computerized HPLC/UV, HPLC/Refractive index, with the two systems isocratic and gradient, Gas chromatography, Infrared, different kinds of titrations "potentiometric and manual", in addition to several physical tests like dissolution, disintegration, and friability tests.

15/2- 28/5/01 Working at the Pharmaceutical Research Unit/Royal Scientific Society as a researcher. My research there involved preparing protocols, case report forms, and statistical analysis of data.

Languages :

<i>Arabic</i>	Mother language.
<i>English</i>	Excellent (written and spoken).

Referees :

Available upon request.