



Hajar MAZOUZ

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EDUCATION

Eastern Mediterranean University (EMU), Faculty of Business and Economics Famagusta-North Cyprus, Turkey
Ph.D. candidate, Business Administration program (2nd year, CGPA: 3,67) 2019-2020

HEM Business school/Jean Moulin LYON 3 School Casablanca, Morocco
Master's degree in Management and Corporate Finance 2012-2014

HEM Business School Casablanca, Morocco
Bachelor's degree Business Administration 2009-2012

PROFESSIONAL EXPERIENCE

Eastern Mediterranean University (EMU), Faculty of Business and Economics Benslimane, Morocco
Research and teaching assistant 2020-Present

- Preparing course material including lectures, exams and homework
- Planning and implementing lab sessions' curriculum

Academic year	Level	Semester	Course name	Weekly hours (Theory and application)
2020-2021	Undergraduate	Spring	Introduction to information technology	4
2020-2021	Undergraduate	Fall	Introduction to information technology	2

The Technical Institute of Administration and Management (ITAG) Benslimane, Morocco
Part-time instructor 2018-2020

- Preparing course material including experiments, lectures, exams, homework, and problem-solving cases
- Supervising students' final projects
- Assisting curriculum development
- Planning and implementing workshop's programs
- Assisting jury members to evaluate the graduation projects of bachelor's degree students

Academic year	Level	Semester	Course name	Weekly hours (Theory and application)
2019-2020	Undergraduate	Fall	Introduction to financial analysis	1,5
2019-2020	Undergraduate	Fall	Introduction to financial analysis	1,5
2019-2020	Undergraduate	Fall	The company environment	1,5
2019-2020	Undergraduate	Fall	Companies' creation procedures	1,5
2019-2020	Undergraduate	Fall	Time and project management (Workshops)	1,5
2018-2019	Undergraduate	Fall	Introduction to quality management	1,5
2018-2019	Undergraduate	Fall	Introduction to financial analysis	1,5
2018-2019	Undergraduate	Fall	Time management (Workshops)	1,5
2018-2019	Undergraduate	Fall	Job's research techniques (Workshops)	1,5
2018-2019	Undergraduate	Fall	Introduction to human resources management	1,5

Taiba Private school (Primary and Secondary Education)	Casablanca, Morocco
Quality Manager	2016-2018
<ul style="list-style-type: none"> -Implementing a total quality management system based on ISO9001 standards -Introducing the HACCP management method to the canteen service -Carrying out job description and checklists for the whole staff of the school -Managing quality recording printouts (Creation, Distribution, and Storage) -Making management reviews for the executive management -Setting up a customer complaint tracking system -Setting up a detailed action plan for the different projects of the school -Developing and implementing a communication strategy and CRM system that contributed to the 8% increase in enrollment per year -Operational management control (implementation of dashboards and KPIs for activity monitoring) -Developing a prospecting basis for the top management (sector analysis, competitive analysis) -Developing the annual training plan (Studying training needs, contacting partners and trainers) 	

Moroccan Research and development association	Casablanca, Morocco
Project Manager Assistant (Internship)	2015
<ul style="list-style-type: none"> -Leading a national study that concerns the state of innovation in Moroccan companies (500 companies) -Updating research's databases -Administering questionnaires -Treating data, analyzing results and preparing reports 	

L'Oréal Paris	Casablanca, Morocco
Management control assistant (Internship)	2014
<ul style="list-style-type: none"> -Creation of a summary dashboard of sales incentives -Customer profitability analysis -Participation in the preparation of the 2015's budget -Implementation of a balanced scorecard within the management controlling service 	

SKILLS AND INTERESTS

- Managerial skills:** Leadership, Teamwork, Problem-solving, Analytical skills, Project management, Change management, Quality management, Strategic management.
- Academic skills:** Instructional competencies, Data and Statistical analysis, Time series analysis, Panel data analysis, qualitative analysis, report's generation and display.
- Languages:** Arabic (Native), French (Fluent), English (Fluent, Toefl Ibt=75, November 2019), Turkish (Moderate).
- Technical skills:** Pack office, Prezi, STATA, Nvivo, SPSS, SmartPLS
- Interests:** Reading, Writing, Jewelry design, Embroidery, Gardening, Sport, Photography, Healthy gastronomy, Organic cosmetics.

VOLUNTEERING ACTIVITIES

The Humanitarian Association ATAA FOUNDATION	Casablanca, Morocco
Member of the committee in charge of women and children's projects	2018-Current
500 beneficiaries	
Student Renewal Organization- Medical caravan "the Loyalty"	Taounat, Morocco
Children animation program Manager, medications collection volunteer	2018-2019
400 beneficiaries	
The king Mohamed VI Foundation of cancer prevention and treatment	Casablanca, Morocco
Volunteer in psychological support team at the children oncology center	2016-2017
Summer Academy of future leaders 7th ed.	Rabat, Morocco
Program Manager and Competition Coordinator for the Best Project Competition	2014-2015
(200 laureates)	
HEM business school's student office	Casablanca, Morocco
Conferences and seminars organization	2013-2014
National forum of future leaders 4th ed.	Casablanca, Morocco
Coordinator and communication manager	2013-2014

REFERENCES

Assoc. Prof. Dr. EMRAH ÖNEYCEM TANOVA, Vice chair, Department of Business Administration

Eastern Mediterranean University (EMU), Famagusta, North Cyprus, Turkey

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