**Paul**

**EDUCATION**

**Masters in Library and Information Sciences,** University College Dublin, Ireland **2013**

**Post Graduate Diploma in Education,** University College Cork, Ireland **2008**

**Teacher Diploma of English as a Second Language,** ACELS, Ireland **2004**

**Masters in European Development Studies,** University College Cork, Ireland **2003**

**Bachelors in English and Geography (Joint Honours),** University College Cork, Ireland **2002**

**QUALIFICATIONS**

**Google Certified Educator Level 1, Google, August 2015**

**PYP & MYP Workshops, The International Baccalaureate,January 2015**

**Continuum, MYP and Diploma Categories 1, 2 and 3, The International Baccalaureate, February 2015**

**Academic Honesty Category 3, The International Baccalaureate, September 2014**

**Librarians - C1/C2, The International Baccalaureate, July 2014**

**Diploma Programme: The role of the supervisor in extended essays, The International Baccalaureate, August 2014**

**Teaching English as a second language in secondary schools, University College Cork, August 2005**

**RELEVANT EXPERIENCES**

**Head of Campus Libraries** 2014-Present

**Emirates National School**, Abu Dhabi, UAE

* Oversee all aspects of the library/instructional media program across all three IB programs.
* Maintain a comprehensive media center to support the instructional program.
* Reinforce the continued professional development of staff particularly in the areas of teaching and learning.
* Educate students in the development and refinement of information access while using various skills in collaboration with the instructors.
* Catalogues stock and maintains Library Management Systems (Destiny).
* Admin for Turnitin application.
* Design and update library and research skills webpages.
* MAP Testing Co-ordinator.
* ESAT beta tester Co-ordinator.
* Admin for Google Apps for Education.
* Standards and Practices co-ordinator (academic honesty, library policies).
* Co-producer of draft policies on Academic Honesty and Library Handbook.
* Academic Honesty and Research skills presentation co-ordinator.
* Personal project co-ordinator/support
* Extended Essay support – Grade 12 pre-university course. Provided materials, citation support, assisted information searches.

**Assistant Librarian and Project Librarian** 2013-2014

**Terence McSwiney Community College**, Cork, Ireland

* Processed and catalogued selected readings for Assisted Reader programme - Tagged and prepared books from programme list and monitored student tests on texts.
* Working with student in literacy classes – reading with them, helping selecting books, assisting them in reading texts.
* Daily usage of cataloguing systems, namely Scooter/Koha.
* Provided assistance to the librarian in running and upkeep of library.

**Client Assistant/Database Management** 2013-2014

**Citizens Information Centre**, Cork, Ireland

* Assisted clients in personal and informational matters.
* Issues generally involved the search of governmental or social databases for information on governmental entitlements or general information on public policy.

**Apple CPU Tier 1 Advisor** 2010-2012

**Apple Computers**, Cork, Ireland

* Provided complex support to Apple customers on Apple products, systems, peripherals and software.
* Logged calls from customers onto an Apple database and followed escalation procedures to resolve problems or issues.
* Maintained a strong, professional relationships with all of Apple’s customers.
* Provided feedback on a daily basis to the team leader regarding new emerging issues.

**Teacher** 2004-2010

**Terence McSwiney Community College**, Cork, Ireland

* Designed lessons and taught Junior Certificate and Leaving Certificate students.
* Gained experience in teaching and guiding students in the subjects, practicing classroom strategies that focused on direct communication and instruction.
* Coordinated lessons with staff, planned and taught several groups of Leaving Certificate students, two evenings a week.

**Library Assistant** 1999-2003

**University College Cork**, Cork, Ireland

* Processed and restocked returned items.
* Organized and maintained the various sections of the library.
* Responsible for issuing of library fines.
* Assisted library staff and patrons in locating books/information.

**SKILLS**

**Hobbies:** Reading, music, travelling and fashion

**Language:** English, (Native); Arabic (Elementary)

**Computer Proficiency:** Microsoft Office (Word, Excel, PowerPoint, Outlook) MS Excel (Advanced), Adobe Illustrator (Basic), Prezi, Google Apps for education, Apple Productivity tools, European Computer Drivers Licence (ECDL)

**Social Media Expertise:** Knowledgeable and understanding of social media platforms that include Hootsuite, Instagram, Facebook, Twitter, LinkedIn and Pinterest

**Job Seeker First Name / CV No: 1717422**

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