**CURRICULUM VITAE**

**“Moath**

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**Objectives**

* To join a company (school) which has earned an excellent reputation and to apply my skills and understanding of teaching, Administration, and IT skills.
* To implement the best education andpractices to gain excellent career growth.

**Education**

* **2001/2005** - **Bachelor in Computerized Information System** - Irbid National University, Jordan.
* **2006- ICDL certificate**– Jordan.
* **The 1st STEM Summer institute Certificate (science, technology ,engineering, arts and Mathematics ) at the PI (PETROLOOUM INSTITIUTE )**
* **Google( plus ++ ) training , ADEC ( ab Dhabi education center )**

**Job experiences**

* **26/2/2006- 12/12/2006**– **Computer teacher** ministry of education (Jordan).
* **1/12/2007** – **12/12/2009 Computer teacher** Al Jawharah School.
* **2009-2010**–**Controller – ADMC(ABU DHABI MEDIA COMPANY )**
* **2011 Store keeper Assistant - ADMC(Abu Dhabi media Company)**
* **2014 ADNOC school ( TA)**
* **2016 IT teacher ADNOC School** – acting
* **2017 TA ADNOC School AND Acting home Room substitution Teacher**

**Professional experience**

* Plan and deliver lessons as per the given curriculum, incorporating interactive activities where possible
* Give all student knowledge about computer lessons in process ( MS office , hardware , software , computer components
* Self-directed & reflective learning for all student is promoted
* Supervise computer based projects
* Collaborate with other teachers to allow technology integration in all Classrooms
* Designs and teaches various computer courses for adults. Creates course outlines
* And writes instruction and review handouts for each of the different course.
* Prepares the room and the computers for use before each class; attends to the proper
* Assures that the computer equipment is properly used.
* Trains and supervises volunteer facilitators.
* Supervises use of computer equipment during lab hours.
* Performs other related duties as assigned
* Facilitate lead teacher in lesson delivery
* Communicate home assignments to students and collect the home work
* Mark notebooks and maintain individual academic record for each student
* Troubleshooting operating system, software and Hardwar
* Provides information by answering questions and requests
* Assisting administration in arranging special functions and events
* Completes operational requirements by scheduling and assigningeducational projects; expediting work results
* reviewing professional publications; establishing personal networks; participating in professional societies
* Attending personal development sessions, meetings and Planning Events.
* Install hardware ( printer, scanner , plotter . . .)

**Other Skills and Languages**

* Competent with computer skills and web sites.
* Very strong by building good relation with students
* Strong team player ethics, and willingness to help all reach goals
* Strong interpersonal skills
* Good knowledge of the all modern teaching aids and ability to apply them effectively.
* A good dealer with computer problems and programs.
* Able to work independently and in a team environment
* Can work with events and company celebrations
* Very strong in English language and able to work in English dept.