**Mohamed Saber Keshta (Job ID # 16d081)** Resume updated September 23, 2021

Academic Program Support Specialist, Core Curriculum Program, Deanship of General Studies • Office: +974 44034047 • Mobile: +974 55449717 • E-mail mkishta@qu.edu.qa

**CAREER SUMMARY**

An Academic Program Support Specialist / a Research Assistant/ An English Teacher with 16+ years of progressively responsible experience in higher and secondary education. Possess a MA in Curriculum, Instruction & Assessment, a higher Diploma in Special Education, and a B.A. in English Literature. Possess personal and professional skills and experience in core curriculum program coordination, curriculum development, reviewing and formulating educational policies, teaching in higher and secondary education.

**Skills & CORE COMPETENCIES**

**Communication**

* Ability to communicate effectively verbally and in writing with a commitment to ethics

**Planning and Organization:**

* Organize own time effectively and prioritizes actions to achieve organizational goals and meet the deadlines

**Dependability:**

* Meets commitments with minimal oversight

**Technology Application:**

* Proficiency in MS. Word Processing, Spreadsheet, PowerPoint, E-mail, with an ability to learn and effectively use applications and e-portals used for academic purposes. Use a wide range of applications such as Blackboard, Blackboard Collaborate Ultra, Banner, COGNOS, Web Data Collector.

**Program Coordination:**

* Proven experience with academic/general education program restructuring, coordinating committees at university or department level, formulating department/program policies and guidelines. Preparing a wide variety of reports and academic proposals. Detail-oriented.

**ACADEMIC QUALIFICATIONS**

* Masters of Arts in Curriculum, Instruction, and Assessment from the College of

Education, Qatar University, State of Qatar, (September 2016 - May 2019)

GPA: 4 out of 4

Thesis Title: First-Year Seminar Fostering 21st Century Skills: A Study of Qatar University Freshmen Perspectives <https://qspace.qu.edu.qa/handle/10576/11651?show=full>

* Higher Diploma Degree in Special Education from the College of Education, Qatar

University, State of Qatar, (September 2012 - January 2014)

GPA: 3.85 out of 4

* Bachelor of English Literature from the College of Arts, Mansoura University, Arab

Republic of Egypt, May 2000

Good Grade

**Certifications/ Diplomas or Work-related trainings**

**Certifications:**

* Core Curriculum Certificate in Teaching Core Curriculum Courses issued by Center for Excellence in Teaching and Learning at Qatar University and endorsed by the Association of American Colleges and Universities (AAC&U), (2020).
* CiSELT (Certificate in Secondary English Language Teaching), British Council, Qatar. (September 2014 – February 2015)
* Certificate of Completion for completing Six-Month Training Program (192 training hours earned), Society for Human Resource Management, Alexandria, Virginia 22314 USA. (2010).
* Certificate of Completion for completing 25 hours of Intensive 25-hour Course on Special Education Needs, British Council, Qatar. (2014).

**Awards:**

* Core Curriculum Director’s Award, Qatar University, 2019
* Core Curriculum Program’s Policies and Procedures Award, 2019

**PROFESSIONAL EXPERIENCE**

(The below positions are all full-time.)

**Qatar University, State of Qatar August 2015 – Present**

**Qatar University (QU) Website :** [**http://www.qu.edu.qa/about**](http://www.qu.edu.qa/about)

**Academic Program Web Link :** [**http://www.qu.edu.qa/core**](http://www.qu.edu.qa/core)

**Designation : Academic Program Support Specialist cum Research Assistant**

 **for the Core Curriculum Program, Deanship of General Studies**

**Job duties**

Reported and worked closely with the Director of the Core Curriculum Program (CCP) and performed a variety of duties, including:

* ***Teaching First-Year Seminar Undergraduate Course***
	+ Taught First-Year Seminar Course (UNIV 100) to undergraduate college freshmen

For information about the course:

<http://www.qu.edu.qa/core/student-information/first-year-seminar>

* + Used latest and best-practice online teaching tools, technologies and platforms that supported student learning and engagement (i.e. Blackboard Collaborate Ultra, Blackboard Whiteboard, Google Docs, Microsoft Teams, Zoom, WebEx, Echo 360, discussion groups, Blackboard automated tests and quizzes, Kahoot, Padlet, etc.)
	+ Obtained high student evaluation scores for teaching
* ***Coordinating Key University-wide Committees***
	+ Coordinated the following key University-wide Committees:
		- Core Curriculum Program Enhancement Committee (CCP-EC)
		- UniversityCore Curriculum Committee (U-CCC)
		- Core Curriculum Program Restructuring Implementation Task Force (CCP-RIT)
	+ Coordination activities involved:
		- Assisted with writing academic proposals for a variety of purposes (i.e. academic restructuring proposal, academic program review report, program annual report, professional program training initiative proposal, etc.)
		- Assisted with writing Core Curriculum Program’s academic review and SWOT analysis reports
		- Researched and provided required data and information reports
		- Performed analysis for the mentioned committees or sub-committees
		- Recommended improvements to the Core Curriculum Program in a variety of academic and administrative domains
		- Took minutes and maintained committees’ meeting records
		- Followed-up on committee action items and mandates following the set deadlines
		- Liaised with concerned colleges, departments and programs on the implementation of program restructuring action plans
* ***Education / Academic Core Curriculum Program (CCP) Coordination Duties***
	+ Assisted with overseeing all aspects of Core Curriculum Program’s academic and admin-related operations
	+ Assisted with managing Core Curriculum Program’s academic projects and workflows
	+ Assisted with reviewing and revising Core Curriculum Program’s vision, mission, objectives and learning outcomes to ensure their alignment with Qatar University’s new strategic directives (2018-2022) and in line with the international best and high impact practices
	+ Assisted with monitoring the implementation of the Core Curriculum’s strategic plan, action goals and objectives
	+ Has been actively involved in the Program Academic Review Process
	+ Has been actively involved in the Program academic restructuring process as part of the Program Restructuring Task Force
	+ Has been actively involved in the implementation of all Program changes as part of the Program Restructuring Implementation Task Force
	+ Assisted with proposing a mechanism to ensure the transitional process to the new Core Curriculum Program’s structure is implemented smoothly
	+ Produced a variety of academic proposals and reports
	+ Produced analytical, statistical and information reports for Program Management
	+ Assisted with devising new program policies and procedures as needed and reviewed and updated the current Core Curriculum Program’s policies and disseminated them to all stakeholders as part of duties and responsibilities in the Core Curriculum Program’s Policies and Procedures Taskforce
	+ Contributed to the formulation of Program academic initiatives (i.e. academic program restructuring, initiation of a new professional development program for all instructors of core curriculum courses, etc.)
	+ Made recommendations for new course additions or curricular changes to current courses as informed by relevant research and based on the needs of the Core Curriculum Program and the institution
	+ Executed curricular mapping to ensure all core curriculum courses are updated, aligned with and conforms to the CCP goals, learning outcomes, and program-level competencies
	+ Assists with conducting research/benchmarking related to the needs of the Program to enhance its quality
	+ Translated materials (from English into Arabic and vice versa) as and when necessary
	+ Liaised with various internal stakeholders to provide data needed for the reports (i.e. self-study report, annual report, and other reports as required)
	+ Collaborated with campus partners and stakeholders (e.g., colleges HOD’s, Assistant Deans for Student Affairs, student affairs staff, academic advisors, Admissions staff, communications, etc.) to ensure effective and timely implementation of all aspects and projects of the Core Curriculum Program
	+ Liaised with academic advising units and section heads in colleges about the Core Curriculum Program for a variety of tasks (i.e. course substitution and equivalency requests, handling override requests)
	+ Liaised with other departments planning to contribute courses to the Core Curriculum Program and followed-up on calls for new course proposals
	+ Monitored enrollment patterns in the core curriculum courses and provided relevant information to the Program Director,
	+ Helped with the scheduling process, using the working systems such as Web Data Collector, COGNOS and Banner,
	+ Performed faculty assignments on Banner – Oracle system
	+ Developed and maintained records and resources for use by CCP faculty and committees including schedules, course syllabi, and other information required for reporting to internal and external stakeholders
	+ Composed and produced a variety of business correspondence, reports, confidential documents and/or forms, and related materials
	+ Developed and administered the core curriculum program’s budget and all pertinent expenditures
	+ Projected quantities of textbooks required and placed and followed up on textbooks purchase orders
	+ Took minutes and maintained records for CCP faculty meetings
	+ Performed analysis and assists with writing academic proposals
* ***Program Faculty Support***
	+ Served as Digital Measures (Activity Insight) Representative/ Specialist
	+ Trained new Qatar University faculty on Digital Measures/Activity Insight used for faculty activity reporting and annual performance appraisal
	+ Managed faculty evaluation reports and followed-up for any missing information or data, ensures evaluations are done properly before the deadline; provide the necessary support to CCP faculty and liaised with Faculty Affairs Office in the Office of Vice President for Academic Affairs for any inquiries raised or technical issues encountered by CCP faculty
	+ Performed faculty workload analysis
	+ Liaised with faculty, staff, and other stakeholders in support of program operations and development
	+ Helped with academic faculty recruitment (i.e. posting job advertisements on QU as well as international professional recruitment portals, receiving resumes, scheduling and coordinating job interviews, communicating with candidates, preparation of recruitment forms and paperwork, following-up with the Office of Vice President for Academic Affairs on hiring requests and faculty contract renewals)

**Projects Handled**

* Has been actively involved in a wide range of activities on the Core Curriculum Program, including:
	+ program restructuring process
	+ enhancement efforts
	+ restructuring implementation
	+ the Core Curriculum Certificate in Teaching (CCC) Certification Program conducted by the Association of American Colleges and Universities (AAC&U) and hosted by Qatar University
* Has coordinated and assisted many CCP committees (e.g. Academic Program Review, Student Engagement & Outreach, Visibility & Branding, Policies & Procedures Review Task Force, Digital Measures (Activity Insight) Representative, Strategic Planning and Assessment Committee)

**AL Wakra Secondary School for Boys, State of Qatar September 2014 – August 2015**

**School Website :** [**https://www.facebook.com/WakraBoys/?rf=144402235706197**](https://www.facebook.com/WakraBoys/?rf=144402235706197)

**Designation : English AESN Teacher**

**Job duties**

* ***Additional Education Support Needs (AESN)***
	+ Taught English language to students with special needs in the high school
	+ Assisted with creating and following-up on Individualized Educational Programs (IEPs)
	+ Developed and adapted lesson plans and conventional teaching methods to meet the individual needs of SEN students
	+ Used equipment and facilities, such as computers to stimulate students’ interest in learning
	+ Evaluated students' classwork and assignments
	+ Prepared classroom and coursework materials, homework assignments, and handouts
	+ Recorded and maintained accurate student attendance records and grades
	+ Developed English lesson plans in line with Qatari National Curriculum Standards
	+ Maintained discipline in the classroom

**AL Wakra Secondary School for Boys, State of Qatar September 2012 – August 2014**

**School Website :** [**https://www.facebook.com/WakraBoys/?rf=144402235706197**](https://www.facebook.com/WakraBoys/?rf=144402235706197)

**Designation : Scientific English Teacher**

**Job duties**

* ***Teaching Scientific English to High School Students***
	+ Teaching scientific and mathematical terms and definitions in English to high school students so that the scientific concepts are understandable in their own mother language as well as in the English language. This comes as a part of the Qatar’s Bilingual Approach Program.

**AL Wakra Secondary School for Boys, State of Qatar September 2006 – August 2012**

**School Website :** [**https://www.facebook.com/WakraBoys/?rf=144402235706197**](https://www.facebook.com/WakraBoys/?rf=144402235706197)

**Designation : Translator and Executive Assistant**

**Job duties**

* + Translated a wide variety of educational materials from English into Arabic and vice versa
	+ Liaised with the Australian Academic Support team assigned to the school by the former Supreme Education Council
	+ Assisted the School Principal in the oversight functions through reviewing, monitoring, and approving School personnel action forms and reviewing correspondence and documents
	+ Prepared official correspondence, reports, circulars, meeting minutes, and materials for publications and presentations in both Arabic and English
	+ Provided information for reports and records through research, data retrieval, compiling, organizing, and presenting the information in understandable and usable formats
	+ Remained competent and current through self-directed professional reading, developing professional relationships with colleagues, attending professional development workshops and seminars, and attending training and/or courses as required
	+ Served as a liaison between the Principal and other administrators, members of the School Board of Trustees, public and private officials, various boards, teachers, staff, students
	+ Communicated and/or interpreted school policies, circulars, and documents issued by School
	+ Assisted with recruitment efforts to fill vacancies
	+ Coordinated with all school departments to determine their training needs
	+ Suggested solutions, provided reliable information to decision-makers
	+ Prepared Principal's and Senior Executives’ travel arrangements
	+ Maintained Principal’s business calendar
	+ Coordinated and organized for meetings, workshops, conferences and other events
	+ Created, transcribed, and distributed meeting agendas and minutes
	+ Performed general clerical duties, including filing and mailing

**Qatar International Trading (QIT) Company, State of Qatar February 2004 – August 2006**

**Company Profile : http://www.qit-qatar.com/**

**Designation :** **Quality Controller Linguist**

**Job duties**

* + Served in the Combined Media Processing Center (CMPC), Camp As Sayliyah, Qatar – Qatar (as assigned by the QIT Co. as part of a translation team of linguists charged with document exploitation, and was immediately placed in a quality control position supervising six linguists or more in the translation of classified information
	+ Developed supervisory and management skills in the linguist field
	+ Provided simultaneous interpretation and synopsis of intercepted information, translation from Arabic to English, and transcription of Arabic audio intercept into both English and Arabic
	+ Reviewed translated materials to ensure quality and accuracy through translating skills as well as grammar and punctuation
	+ Training linguists on the accredited standards
	+ Awarded several Certificates of Appreciation from the US Department of Defense in appreciation of “exceptional vigilance and superior performance as Quality Controller Linguist” in the Combined Media Processing Center, Camp As Sayliyah, Qatar.

**Performance Appraisals:**

**Qatar University**

* Exceptional for the year 2020-2021
* Exceptional for the year 2019-2020
* Exceeded Expectations for the year 2018 - 2019
* Exceeded Expectations for the year 2017 - 2018
* Exceeded Expectations for the year 2016 - 2017
* Exceptional for the year 2015 - 2016

**Al Wakra Secondary School for Boys**

* Excellent (Exceptional) for years 2006 - 2015

**Work-related Training:**

* Webinar, "The Entrepreneurial Mindset: Why We Teach, How We Teach and What We Teach," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 22, 2020).
* Webinar, "Tips and Tricks for Using the CCP Rubrics to Improve Teaching, Learning, and Assessment, “Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 17, 2020).
* Webinar, "Best Practices in Assessing Core Curriculum Courses: Assessing Core Curriculum Program Outcomes through Curriculum Mapping," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 15, 2020).
* Webinar, " Leveraging Learning Technologies to Achieve General Education Excellence," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 10, 2020).
* Webinar, " Promoting Student-Centered Teaching & Learning: A Mindset, a Culture and a Learning Approach in General Education Classrooms," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 8, 2020).
* Webinar, "Building a Highly Engaged Classroom: Approaches to Student Engagement and Learning in General Education Courses," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 3, 2020).
* Webinar, "Educating for the Future: Models for Academic Success, Intellectual Growth and Responsible Citizenship," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (September 1, 2020).
* Webinar, " Core Curriculum Program at Qatar University: Preparing Students for Purpose and Citizenship," Qatar University, Qatar. (September 1, 2020).
* Panel Discussion, "General Education: Preparing Students for an Unpredictable Future," Association of American Colleges and Universities, USA and hosted by Qatar University, Qatar. (August 12, 2020).
* Webinar, "Active E-Learning through the Six Hats," Qatar University, Qatar. (July 14, 2020).
* Webinar, "Using Padlet to Create an Interactive Virtual Discussion with Students," Qatar University, Qatar. (July 14, 2020).
* Webinar, "Interactive Online Teaching through Genially," Qatar University, Qatar. (July 19, 2020).
* Webinar, "The Core Curriculum Program: A Success Story in Designing and Delivering Online Classes," Qatar University, Qatar. (July 7, 2020).
* Webinar, "Quality Matters in Online Teaching," Qatar University, Qatar. (July 5, 2020).
* Symposium, "Together We Learn, Together We Teach," Qatar University, Qatar. (June 4, 2020).
* Webinar, "Moving Online," National Resource Center for the First-year Experience & Students in Transition of the University of South Carolina, USA. (April 30, 2020).
* Workshop, "Outcome-based Education," Qatar University, Qatar. (February 26, 2020).
* Workshop, "Emerald Guide to Getting Published Workshop," Emerald Publishing, Qatar. (November 20, 2019).
* Workshop, "Maximizing Student Engagement," Qatar University, Qatar. (November 4, 2019).
* Workshop, "Strategies for Promoting Student Engagement, Motivation, Thinking & Learning," Qatar University, Qatar. (October 30, 2019).
* Workshop, "Simple Techniques to Help Enhance Student Motivation," Center of Excellence in Teaching & Learning – Qatar University, Qatar. (October 17, 2018).
* Training Program, “Digital Measures and FPDRS,” Office of Faculty and Institutional Development (OFID), Qatar University. (2018).
* Training Program, “Digital Measures and FPDRS,” Office of Faculty and Institutional Development (OFID), Qatar University. (2017).
* Training Program, “SPSS Basic Level,” Office of Faculty and Institutional Development (OFID), Qatar University. (2017).
* Training Program, “Data Analysis Course Using SPSS Application,” Continuing Education Office, Qatar University. (2015).
* Intensive Course, “Special Educational Needs: 25-hour Intensive Course”, by Noren Caplen Spence, U.K, British Council, Qatar. (2014).
* Workshop, "Raising Students’ Achievement through Formative Assessment," National Center for Educator Development (NCED), College of Education, Qatar University. (2014).
* Workshop, "Scaffolding Instruction for English Language Learners," Qatar Foundation and sponsored by the U.S. Embassy in Doha. (2014).
* Workshop, "Classroom Assessment and Data Analysis for Decision-Making and Improving Student Achievement", College of Education, Qatar University. (2014).
* Workshop, “How to Motivate the Most Challenging Students,” Qatar Foundation, Qatar. (2014).
* Workshop, “Teaching Strategies for English Language Learners (Grades K-12)”, Qatar Foundation, Qatar. (2014).
* Workshop, “Writing Strategies,” Qatar Foundation and sponsored by the U.S Embassy Doha, Qatar. (2014).
* Training Program, “Curriculum Standards Training Program, Advance Level,” Supreme Education Council, Doha, Qatar. (2014).
* Conference, “British Festival Teacher Development Mini Conference,” British Council, Qatar. (2014).
* Workshop, “Lead and Succeed” by Sandy Sheppard, Qatar Academy Primary School Principal, Qatar Academy, Qatar Foundation, Qatar. (2014).
* Workshop, “Creating Tech Savvy Educators”, by Daniella Silvia, Head of Technology Dept., Qatar Academy, Qatar Foundation, Qatar. (2014).
* Conference, “The 3rd Annual “Teaching Students with Learning Challenges” Conference, Awsaj Academy, Qatar Foundation. (2014).
* Workshop, “Lively Literature: Motivation for Learning,” English Language Specialist, Dr. Myrtis Mixon. Qatar Foundation, Qatar. (2014).
* Professional Development Presentation, "Mental Health Diagnosis," Special Education Expert, Dr. Barbara Hong. Awsaj Academy, Qatar Foundation. (2014)
* Forum, “Teaching and Learning Forum 2014,” Qatar Foundation, Qatar. (2014).
* Forum, “The 4th Annual Conference on Educational Reform,” College of Education, Qatar University, Qatar. (2014).
* Workshop, “‘Video telling’: a storytelling for the YouTube generation,” Mr. [Jamie Keddie](http://jamiekeddie.com/), British Council, Qatar. (2014).
* Workshop, “The Career Development and Entrepreneurship: Challenges, Prospects, and Roles,” Dr. Joann Harris - Bowlsbey, Qatar Career Fair, Qatar. (2013).
* Training Program, “Curriculum Standards Training Program, Entry Level,” Supreme Education Council, Doha, Qatar. (2012).
* A Six Months Training Program (192 training hours earned), Society for Human Resource Management, Alexandria, Virginia 22314 USA. (2010).

**The Year 2013 and below:**

* Administrative Organizing Course, Government Institute of Administrative Development, Doha, Qatar.
* How to write letters of recommendation in English, British Council, Doha, Qatar,
* Mind Mapping Course,
* International Development Center, Doha, Qatar,
* International English Language Testing System (IELTS), British Council, Doha, Qatar.
* Several courses in the Human Resources and Management fields.
* International Computer Driving License (ICDL) certificate – License No. GCC 060 116547.
* Teacher Training conducted by ITWorx on Knowledge Net.
* 32 programmed hours of English Language Instruction, based on ELS World-Wide Nine Level Curriculum.

**End of Resume**