

Omaima Shahwan

I'm an easy going woman that enjoys socializing and meeting new people. I thrive in a challenging environment for it brings out the best in me. Looking to achieve a move at the executive level to demonstrate my personal skills and utilize all the experience and knowledge I have gained throughout my carer.



EXPERIENCE

COACHING/PCC/ICF, EDUCATION

CONSULTANT, TRAINER

HEAD OF ISLAMIC/DESS SCHOOL

COORDINATOR OF ARABIC AND ISLAMIC

DEPARTMENT AND SLT MEMBERS |

BRADENTON ACADEMY SCHOOL

- Responsible and accountable for setting and advancing the academic strategy of the Department in line with the school's plans and direction.
- Be an active member of the Department Executive Board and contribute to the overall leadership and management of the Department.
- Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement.
- Fulfill the School's responsibilities concerning students in respect of their admission, instruction, progress and examination.
- Ensure that staff performance is managed appropriately and in a way that is consistent with the expectations of the Schools, and that fair workload allocation processes are in place.

ISLAMIC AND ARABIC TEACHER | AL-MEZHIR AMERICAN ACADEMY SCHOOL

- Planning, preparing and delivering lessons to all students in the class.
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.
- Assigning work, correcting, and marking work carried out by the students.
- Assessing, recording and reporting on the development, progress, attainment and behavior of the students.
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students.
- Provide guidance and advice to students on educational and social matters and on their further education and future careers; provide information on sources of more expert advice.



PERSONAL INFO

Phone

00971509372290 / 0509898097

E-mail

oshahwan12@gmail.com

Place of birth

Amman, Jordan.



LANGUAGES

Arabic (Native)

English (Advanced)



SKILLS

Time management.
Computer skills (ICDL).
Solution oriented.
Leadership skills.
Team management.
Adaptability.
Critical Thinking.
Handling Pressure.
Excellent interpersonal skills.
Dynamic and self motivated

PRESENT

2015-2018

2013--2015

2011-2012

ISLAMIC AND ARABIC TEACHER | AMERICAN SCHOOL OF CREATIVE SCIENCE

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2010 (First semester)

SOCIAL WORKER & ISLAMIC TEACHER | NEW WORLD SCHOOL

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- Identify students who need help.
- Assess students' needs, situations, strengths, and support networks to determine their goals.
- Help students adjust to changes and challenges in their lives, such as illness, problems at home, or bullying.
- Respond to crisis situations such as child abuse.
- Help students get resources that would improve their well-being.
- Follow up with students to ensure that their situations have improved.
- Evaluate services provided to ensure that they are effective.

2008-2009

ASSISTANT PROFESSOR | SHARJAH UNIVERSITY

- Contribute to the intellectual life of the University by engaging in high quality core teaching.
- Contribute to the monitoring and enhancement of quality in teaching within the department
- Actively seeking and pursuing training in teaching technology and practice.
- Develop innovative and attractive courses, shaping and influencing curriculum development and actively contributing to the review of courses in accordance with departmental strategy.
- Foster departmental collegiality and fulfill individual responsibilities as set out by the Head of Department.
- Actively contributing to the intellectual life of the department and to the work of the University overall; such as participating in departmental meetings, and Participating in departmental hiring searches and making shortlisting
- recommendations for new members of academic staff.

2000-2002

● EXECUTIVE DIRECTOR | SUN AVIATION COLLEGE / JORDAN

- Develop and implement strategies aiming to promote the organization's mission and "voice".
- Creating complete business plans for the attainment of goals and objectives set by the board of directors.
- Build an effective team of leaders by providing guidance and coaching to subordinate managers.
- Forge and maintain relations of trust with shareholders, partners and external authorities.
- Review reports by subordinate managers to acquire understanding of the organization's financial and non-financial position.
- Devise remedial actions for any identified issues and conduct crisis management when necessary.

1996- 2000

● ARABIC TEACHER | MINISTRY SCHOOL

- Planning, preparing and delivering lessons to all students in the class.
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- Assessing, recording and reporting on the development, progress, attainment and behavior of the students.
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- Provide guidance and advice to students on educational and social matters and on their further education and future careers; provide information on sources of more expert advice.

1989-1996

● ADMINISTRATIVE SUPERVISOR | ROYAL JORDANIAN AIRLINES

- Manage a team of administration professionals to achieve operational objectives.
- Provide guidance and support to administration staff to perform their duties effectively.
- Supervise the monthly billing, staff scheduling and payroll processing activities.
- Ensure that the administration team follows company standards and guidelines for operational efficiency.
- Provide support to resolve any problems faced by the administration team.
- Manage the staffing and supply needs for all departments.
- Provide support in recruitment, evaluation and training of staff members.
- Evaluate current operations to identify and implement process improvements.



COURSES

- The Strategies in Educational Leadership/ University of Germany /Jordan
- Leading Change:A CSML /HARVARD
- coaching/pcc/icf
- TPT- professional trainer.
- TTT_Arabic_Day1_25thJan.
- TTT_Arabic_Day2_21stMar.
- Arabic Quality Unites
- Strategic and operational planning course – Dubai
- Classroom management Bar lanced course - Creative of Science school.
- Habits of the ten outstanding teacher course.
- Administrative supervision skills course – Jordan
- How to earn others without affectation course – Training and rehabilitation of workers center – Dubai
- How to be an influential person course - Training and rehabilitation of workers center – Dubai

- **Preparation of advocates in its two levels** (trainings and specialist levels) – supreme council for family affairs in cooperation with Bin Jalawi center – Sharjah (2002 – 2003).



ACHIEVEMENTS

- I have 2 books, "Online Leadership" & "Toolful coaching"
- leadership. Certificate for the Hope we live initiative for cancer patients
- Certificate of achievement in **Arbitration of Holly Quran competition, the sixth session** – International School of creative science.
- Certificate of achievement in **voltage and tender** – University of Sharjah.
- Certificate of achievement in **Academic excellence** – University of Sharjah.
- Certificate of achievement in **voluntary work to spread goodness between people** – Neda'a Alfetra center – Sharjah.
- Certificate of achievement **as a lecturer of "My family love and development"** – Wasit High School – Sharjah.
- Certificate of achievement **as a lecturer of "Connection"** – Nazwa high school – Sharjah.
- Certificate of achievement **as a lecturer in Ajman caring and rehabilitation special cases center.**



EDUCATION

2021

MA in euducation innovation.
3.96 with honours

United Arab Emirates University

2008

Bachelor of Shari'a in Jurisprudence and
its Fundamentals (First class honors'
3.94 1st division).

University of Sharjah, United Arab Emirates.

1996

Diploma in Psychology
Ajman University



References Available upon request