

Curriculum Vitae

Personal Information

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Education:

- MS in Computer Engineering with GPA 3.76 (April 2005, Kuwait University).
- MS Thesis “A Finite State Approach to Arabic Nominal Morphology”, Kuwait University, April 2005.
- BS in Computer Engineering with GPA 3.54 and MPA 3.59 (August 2001, Kuwait University) (finished within 4 years).

Occupation:

- Was a Database Administrator in the Computer Information Services Center at Kuwait University [October 2001 – October 2002].
- Was a Computer Engineer in the Technical Assistant department at Kuwait University, College for Women [October 2002 – October 2005].
- Was Assisting in Teaching Courses in the ISC department at Kuwait University, College for Women [October 2005 – October 2007].
- Currently Teaching Assistant in the ISC department at Kuwait University, College of Life Sciences [October 2007 – Now].

Awards received:

- Listed in the honorary dean's list [1998-2001].
- Listed in the list of students with honor [1997-2001].
- Listed in the list of special students [1997-2001].

Training Courses:

- Operating System Track Courses:
 - Introduction to Operating System – Dec 2001 IPETQ
 - Operating System Security – Dec 2001 NewHorizons
 - Installing & Configuring MS win2000 – Jan 2002 NewHorizons
 - Basic Administration for MS win2000 – Jan 2002 NewHorizons
- Oracle Database Administration Track Courses – Mar 2002 NewHorizons:
 - Oracle8I: Introduction to Oracle SQL and PL/SQL
 - Oracle8I: Database Administration
 - Oracle8I: Backup & Recovery
 - Oracle8I: Performance Tuning
- Microsoft Access XP Track Courses:

- Intermediate Microsoft Access XP – Jan 2004 InfoCenter
- Advanced Microsoft Access XP – Feb 2004 InfoCenter
- BlackBoard Training Course – Feb 2006 Computer Information Services Center, Kuwait University

Computer Experiences:

Operating Systems:

- Windows 2000/XP/Vista/10
- Unix
- Mac OS

Programming Languages:

- C & C++
- Assembly
- SQL
- HTML
- Java
- Visual Basic

Packages & Tools:

- MS Office 97/2000/XP/2003/2007/2010/2013/2016/365
- Visio
- Mat Lab
- Visual Studios 2017
- IBS SPSS statistics 25
- MS Project 2013

Work Experience:

- Teaching Assistant at the Dept. of Information Science – College of Life Sciences– Kuwait University, October 2007 – Now:
 - Teaching Assistant for the following courses:
 - Portfolio, ISC-088
 - Fundamentals of Personal Computers, ISC-100
 - Introduction to IS, ISC-101
 - College Algebra, CLS 107
 - Applied Calculus, CLS 108
 - Statistics, CLS 109
 - Computers and Society, ISC-105
 - Computing Foundations, ISC-115
 - Ethics and Practices, CLS-130
 - Technical writing, CLS-253
 - Computational Methods, ISC-210
 - Programming & Problem Solving, ISC-240
 - Data Structures, ISC-241
 - Data Base. ISC-321
 - IS Theory & Practice, ISC-331
 - Computer Organization, ISC-363
 - Applications of Information Systems in Nutrition, FSC-450
 - IS Development, ISC-480
 - Internship, ISC-495
 - MIST 500
 - MIST 521

- o Activities for the courses included:
 - Creating and Correcting Home Works
 - Creating and Correcting Quizzes
 - Evaluating and Correcting Students' Projects
 - Participating in the evaluation of student's final presentations
 - Preparations for Labs and Tutorials which included:
 - Preparing Lab Manuals
 - Preparing Tutorial Handouts
 - Preparing Lab and Tutorial presentations
 - Preparing Lab and Tutorial Exercises and Correcting them
 - Preparing Lab Quizzes and Correcting them
 - Preparing Lab Finals and Correcting them
 - Assigning Office Hours
 - Preparing a hardcopy and softcopy from the Course Assessment File and Department Course File for all assigned courses
 - Participating in the Preparations of the student's field trips
 - Observing the Midterms and Final Exams for the assigned courses
- Familiar with the features and capabilities of the BlackBoard website
- Assisted in the department administrative work which included the following:
 - o Preparation of the lab manuals for the courses ISC-240, ISC-241 and ISC-363
 - o Assigned the task of distributing course load among the departments supporting academic staff for the academic years 2007/2008 and 2008/2009
 - o Attending the Department Seminars
- Was member of the department's annual report committee
- Participated in the evaluation program held by the Center for Evaluation and Measurement, sample of the evaluation shown below in the table

Course	Course ID	Evaluation
Fall 2010/2011	ISC-240	89 %
Fall 2010/2011	ISC-100	92 %
Fall 2011/2012	ISC-240	92 %
Spring 2011/2012	ISC-241	93 %
Spring 2011/2012	ISC-100	88 %
Fall 2012/2013	ISC-241	98 %
Fall 2012/2013	ISC-100	85 %
Spring 2012/2013	ISC-240	98 %
Spring 2012/2013	ISC-241	96 %
Fall 2013/2014	ISC-495	100%
Spring 2013/2014	ISC-240	82%
Fall 2014/2015	ISC-321	94%
Spring 2014/2015	ISC-241	92%
Spring 2014/2015	ISC-321	96%
Fall 2015/2016	ISC-241	88%
Fall 2015/2016	ISC-321	84%
Spring 2015/2016	ISC-105	86%
Spring 2015/2016	ISC-241	84%
Spring 2016/2017	CLS-109	100%
Fall 2017/2018	ISC-101	92%
Fall 2017/2018	ISC-105	86%

Spring 2017/2018	CLS-108	90%
Fall 2018/2019	CLS-109	100%
Fall 2018/2019	ISC-241	88%
Spring 2018/2019	ISC-105	88%
Spring 2018/2019	CLS-108	94%
Fall 2019/2020	ISC-100	100%
Fall 2019/2020	CLS-108	98%
Fall 2019/2020	ISC-240	94%
Spring 2019/2020	CLS-108	98%
Spring 2019/2020	ISC-241	100%
Fall 2020/2021	ISC-105	94%
Fall 2020/2021	ISC-241	100%
Spring 2020/2021	ISC-105	100%
Spring 2020/2021	CLS-108	100%
Spring 2020/2021	ISC-241	100%

- The preparation, implementation and coordination of a proposal for attracting high school graduate to join the department (April 2018) which included:
 - Planned and coordinated for the faculty members and the teaching assistant members to visit high schools to explain the department outcomes
 - Visited two high schools (boys' school on 13th and 14th of February 2019) and (girls' school on 19th and 20th of February 2019)
 - Planned and coordinated for the faculty members and the teaching assistant members to attend the university admission fairs to talk to high school students
 - Attended two fairs (Shewaikh campus from 10th of February 2019 to 14th of February 2019) and (Khalidia campus from 10th of March 2019 to 14th of March 2019)
 - Designed and prepared a department handout that included all the information needed to be known by high school students in Arabic and English
 - Worked with ClickIT club members to produce a short video for the department and club activities, to be showed in the school visits and the admission fairs
 - Was a guest member in the department council meeting to present the steps of implementing the proposal, January 2019
 - Was a guest member in a college committee to discuss the decrease of the number of students in the college and to present steps for implementing the proposal, February 2019
 - Planned, coordinated and implemented for an open day for high school students 23rd March 2019

- Member of the ACI committee from Dec-2020:
 - Helped in the automation of the CAF folders
 - Helped in creating the ACI-ABET SharePoint account
 - Helped in making the Student outcome mechanism reports for the academic years 2018-2019, 2019-2020 and 2020-2021
 - Helped in the preparation of the SSR for the ABET accreditation that was due on Jun-2021
 - Helped in creating the ABET virtual display room for the virtual visit that was due after Sep-2021

- Prepared and presented a workshop for the department members on how to maintain CAF folder
- Workshops attended:
 - Attended a discussion on "Non-traditional education: in and out of the classroom" held by DAI on 20 February 2018
 - Attended ICCSE 2018 Conference
 - Attended Workshop on Learning by Design scheduled at Kuwait University on 13 March 2018
 - Attended most of the Online workshops that started from Jun-2020 which included training on various online tools such as (MS Teams, Moodle and Forms)
- Assisting in Teaching Courses at the Dept. of Information Science – College for Women – Kuwait University, October 2005 – October 2007:
 - Teaching Assistant for the following courses:
 - Fundamentals of Personal Computers, ISC-100, Spring 05/06
 - Introduction to IS, ISC-101, Spring 05/06, Summer 06/07
 - Computer Methods, ISC-210, Fall & Spring 05/06
 - Computer Organization, ISC-363, Spring 05/06, Fall & Spring 06/07
 - Ethics, CFW-130, Summer 05/06
 - Programming & Problem Solving, ISC-240, Fall & Spring 06/07
 - IS Theory & Practice, ISC-331, Spring 06/07
 - Assigned the project of “General Facility Lab Proposal” (Start: 15/10/2005 End: 17/12/2005) which included:
 - Preparing the RFP and the required documentations
 - Searching and Auditing prices and specifications of the required Hardware’s and Software’s
 - Finalizing the proposal after reviewing with the specialist, which included meetings with:
 - Al Deyar Company representatives
 - Dr. Paul, Head Department
 - Maryam Al-Otaiby, TA in the department
 - Participating in the Department Activities which included:
 - Attending the Department Seminars
 - The preparation for the Department celebration party on the receiving of the Oracle package
 - Preparation for the First and Second Staff meetings including the coordination and the preparation of the Agenda
 - Participating in the “Counseling Week” that was prepared by “The Guiding and Counseling Office”
 - Participating in the “Admission Exhibition” that was prepared by “The Guiding and Counseling Office at College of Engineering & Petroleum”
 - Performed the Evaluation and Measurement questioners for the Faculty Members for the Summer Course of 2006
 - Searched and evaluated Training Course to be attended in the future for managing department labs
 - Helped in the preparation and converting of Dr. Jehad's research papers for the appropriate conference and journals outlines

- Prepared all the required documentations for the Teaching Assistant staff load for the academic years of 2005/2006 and 2006/2007
 - Assigned the task of distributing course load among the departments supporting academic staff for the academic year of 2006/2007
 - Prepared all the needed documentation of the justification for the nomination for a Teaching Assistant staff
 - Participated in the nomination comity for the position of a Teaching Assistant on Scholarship for the academic year of 2006/2007 which included:
 - Preparing the nominees information table
 - Preparing the accepted table with justifications from the comity
 - Preparing the rejected table with justification from the comity
- Computer Engineer, College for Women, Kuwait University, October 2002 – October 2005:
- Administrative Responsibilities:
 - Periodic Backup for employees' files and documents
 - Help Desk Tasks including programs and hardware installation, virus removal, formatting and other PC problems
 - Access Programmer for the following projects:
 - Store System
 - Picture Archive System
 - Help Desk System
 - Search Document System
 - Labels System
 - Developing RFP's and evaluating vendor's offers for the following projects:
 - Document Flow Management
 - Oracle Lab hardware and software
 - Helping with the RFP of Video Conferencing project
 - Helping with the RFP of E-Learning project
 - Helping with the RFP of the Wireless Network for the college
 - Preparing training Manuals for CFW's employees:
 - Introduction to Computers
 - File Management
 - Microsoft Word
 - Microsoft PowerPoint
 - Teaching training courses to CFW's employees:
 - Introduction to Computers
 - File Management
 - Microsoft Word
 - Microsoft PowerPoint
 - Other activities:
 - Preparing flowcharts for the college departments eight semester plans including the ISC Department
 - Reviewing and correcting college departments curriculums mainly the ISC Department
 - Preparing plans of action for the Technical Services members
 - Preparing strategic plans for the Technical Services Department
 - Organizing and promoting seminars
 - Helped in the preparation of the College Strategic Plan

- Preparing and performing a presentation for the college Wireless Network release
- Database Administrator, Computer Information Services Center, Kuwait University, October 2001 – October 2002:
 - Installation and configuration of Oracle 9i Internet Application Server on Compaq Tru64 5.1 and Oracle 9i database with Real Application Cluster on Compaq Tru64 5.1 for the portal database
 - Portal Project for Student Information System under Oracle 9iAS and Oracle Server 8i on Windows NT
 - Installing and applying the Advanced Security Option for the SIS database
 - Installing and applying WAP server for the SIS database

Community service and Volunteer Work:

- Helped in the cleaning of public gardens and beaches
- Visited the elderly home to give social support
- Helped in preparing the children waiting rooms at the NBK children center hospital
- A full-time volunteer at "Little Moms Group" which is a non-profit organization that was founded to offer support and knowledge for all families who aspire to parent responsibly to raise healthy and happy children.
- Helped organize public activities for mothers and children under the umbrella of Little Moms Group, which included:
 - Visits for grade 4 at "Amra primary school for girls" to give a workshop on "Digital awareness" which was every Wednesday for an hour from October 2017 to November 2017, organized by the school's parent teacher association BTA
 - Prepared a presentation for mothers and teachers on "How to keep kids safe while using the smart devices" held on 21st of November 2017 at "Alyaqoot kindergarten school", organized by the school administration
 - Organized a field trip for kids to "The engineering design exhibition" held by college of engineering on 11th of January 2018, organized by Little Moms Group
 - Prepared and presented a workshop for kids on "Digital awareness" from 21st of February 2018 to 4th of April 2018 for two hours every Wednesday, organized by Little Moms Group
 - Held a one-day workshop for kids on "What is the Internet and how to stay safe while using it" on 11th of October 2018 at "Mohammad AlJarrah primary school for boys" organized by the school administration
 - Held a one-day workshop for mothers on "How to protect your kids from online pornography" on 13th of November 2018 & 2nd of December 2018, organized by Little Moms Group
 - Held a one-day workshop for kids on "What is the Internet and how to stay safe while using it" on 13th January 2019 organized by Little Moms Group
 - Held a one-day workshop for mothers on "How to protect your kids from online pornography" on 6th of January 2019, organized by School Oral Health Program, Ministry of Health
 - Offers one-to-one hands-on free consultations for mothers on how to enforce parental restrictions on their kids devices including (iPad, iPhone, Samsung, Laptop, Mac Book and other devices)

- Translates digital awareness videos to spread digital awareness among kids and parents, translated media are posted through Little Moms Group social media accounts @Littlemomsgroup

References:

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