





# HUSSAM KHATIB

INFORMATION TECHNOLOGY PROFESSIONAL

## PROFILE

IT Manager with significant leadership experience and more than 15 years in the information technology and higher education fields. Strong leader with demonstrated ability to work effectively with individuals at all levels.

Highly motivated and experienced in Project and Staff Management with a history of achieving cost savings, increasing operational efficiency and improving staff/student performance.

CONTACT	EXPERIENCE
<p>Phone: +41 76 398 73 12</p> <p>Email: hussamakhatib@gmail.com</p> <p>Skype: hussamakhatib_1</p> <p>Location: Basel, Switzerland</p>	<p><b>SCHOOL PRINCIPAL</b></p> <p>Saint George School / Beirut, Lebanon / 2017-2018</p> <p>Primary responsibilities:</p> <ul style="list-style-type: none"><li>Ensuring and managing smooth operations of the school grades K1 through GR8, encompassing 500 students'.</li><li>Monitoring academic development and growth of the students.</li><li>Revising and evaluating school curriculum.</li><li>Developing and implementing a student council.</li><li>Providing safe, encouraging, and clean learning environment.</li><li>Providing training to teachers and staff.</li><li>Conducting parents and teachers' meetings and discussed policies.</li></ul>
<p><b>EDUCATION</b></p> <p><b>MASTERS IN INTERNATIONAL EDUCATION</b></p> <p>Endicott College 2017.2018</p>  <p><b>BACHELOR IN COMPUTER SCIENCE</b></p> <p>Lebanese American University 1999.2002</p> 	<p><b>IT OPERATION MANAGER</b></p> <p>King Abdullah University of Science &amp; Technology / Thuwal, Saudi Arabia / 2009-2016</p> <p>Primary responsibilities:</p> <ul style="list-style-type: none"><li>Enhanced productivity, reduced technical errors, and optimized customer service via construction and integration of quality control measures.</li><li>Management of 24 team members inclusive of staff guidance, training &amp; development, and individual/collective team project supervision.</li><li>IT Asset management responsibility for acquisition, inventory, tagging, imaging, issuance, replacement &amp; disposal throughout equipment lifecycle.</li><li>Forward planning, budgeting and cost analysis for asset acquisition, I.T. projects &amp; training.</li><li>Developed and managed vendor relationships resulting in significant savings and improved shipment and delivery.</li><li>Managed the Apple Authorized Service Provider (AASP) account.</li></ul>

SKILLS	EXPERIENCE				
Innovative problem solving Giving & receiving feedback Effective communication Improving efficiency & processes	<p align="center"><b>Support Specialist Associate</b></p> <p align="center">Northwestern University / Evanston, IL, USA / 2008-2009  <i>Sir Fraser Stoddart Laboratory (Nobel Prize Winner 2016)</i></p> <p>Primary responsibilities:</p> <ul style="list-style-type: none"> <li>• Provided technical support to a 50 strong scientific team.</li> <li>• Modelling and Graphic Design for new scientific publications.</li> <li>• Designed and maintain the team website.</li> </ul>				
CERTIFICATES	REFERENCES				
<p align="center"><b>Classroom transformational Leadership</b></p> <p align="center"><i>Brain Switch / 2017</i></p> <p align="center"><b>Critical Thinking &amp; Problem Solving</b></p> <p align="center"><i>Brain Switch / 2017</i></p> <p align="center"><b>Project Management Professional</b></p> <p align="center"><i>PMP / 2014</i></p> <p align="center"><b>Lean Six Sigma / Green Belt</b></p> <p align="center"><i>LSS / 2013</i></p> <p align="center"><b>The 7 Habits of Highly Effective Managers</b></p> <p align="center">Franklin Covey / 2011</p>	<table border="0"> <tr> <td> <p><b>Richard Armand</b>  Director Digital Learning Solutions  Region 4 ESC, Texas, USA.  P: +1 972 897 5929  E: richard.armand66@gmail.com</p> </td><td> <p><b>Mohamad Majed</b>  Channel Sales Manager  Maersk, Jeddah, Saudi Arabia  P: +966 56 253 5333  E: mmajed316@gmail.com</p> </td></tr> <tr> <td> <p><b>Bassem Kattan</b>  Network Development Engineer  Amazon, Sydney, Australia  P: +61 42 457 3342  E: bassemkattan76@gmail.com</p> </td><td> <p><b>Bruce Knox</b>  Secondary School Director  International College, Beirut, Lebanon  P: +961 70 679 676  E: knokker@gmail.com</p> </td></tr> </table>	<p><b>Richard Armand</b>  Director Digital Learning Solutions  Region 4 ESC, Texas, USA.  P: +1 972 897 5929  E: richard.armand66@gmail.com</p>	<p><b>Mohamad Majed</b>  Channel Sales Manager  Maersk, Jeddah, Saudi Arabia  P: +966 56 253 5333  E: mmajed316@gmail.com</p>	<p><b>Bassem Kattan</b>  Network Development Engineer  Amazon, Sydney, Australia  P: +61 42 457 3342  E: bassemkattan76@gmail.com</p>	<p><b>Bruce Knox</b>  Secondary School Director  International College, Beirut, Lebanon  P: +961 70 679 676  E: knokker@gmail.com</p>
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