

Nasima Al Shawwa

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Professional Summary

With over 10 years of experience as an ICT instructor, I have become highly skilled in my field, particularly excelling in designing engaging course content and setting up secure digital systems, leveraging my specialty in AI applications to enhance learning experiences and streamline processes. Through workshops, I help students develop practical skills and understand digital technology better. I am committed to continuous learning, staying updated on the latest ICT trends to support both students and fellow educators. Additionally, my leadership as a Social Work & Head of Volunteer Program Lead has allowed me to provide holistic support services and design impactful community-based awareness campaigns to address pressing social issues.

Professional Experience

Irshad & Islah – Non Governmental Organization

Information and Communications Technology Instructor | Jan 2014 – Present

- Attain a 40% increase in student proficiency levels through personalized guidance and targeted interventions in ICT skills development, according to KPI's
- Design innovative ICT course content, integrating cutting-edge technologies to engage and inspire learners' journey
- Facilitating immersive workshops and labs, fostering experiential learning environments to nurture practical ICT skills and competencies
- Cultivating digital literacy through dynamic instruction, empowering students with the tools and knowledge to thrive in the digital era
- Championing continuous learning initiatives, equipping educators with the latest ICT trends and strategies to excel in their craft

Social Work & Head of Volunteer Program Lead | Jan 2014 – Present

- Provide comprehensive support services to individuals within Lebanese prisons, focusing on their rehabilitation and reintegration into society
- Design and implement awareness campaigns targeting communities vulnerable to drug addiction
- Collaborate with local organizations, community leaders, ministries, NGOs, and institutions to identify and address pressing social issues through community projects
- Develop and implement strategic plans for the social work department and volunteer program, aligning with the organization's mission and objectives
- Coordinate and supervise a team of social workers and volunteers, providing guidance, support, and resources to ensure effective service delivery
- Oversee annual planning and budgeting processes to ensure effective allocation of resources and alignment with organizational goals

Center for Educational Research & Development

ICT Trainer | Jan 2017 – Present

- Create engaging curriculum and training materials for ICT courses tailored to different learner levels
- Lead workshops and training sessions to improve ICT skills for educators and staff, providing hands-on guidance and practical strategies
- Implement assessment methods to evaluate learning outcomes, provide feedback to participants, and refine training programs accordingly

Quality Assurance Specialist & Technical Designer

CRDB | June 2019 – June 2020

- Conducted a thorough evaluation of the Lebanese curricula developed and designed by the Ministry of Education and Higher Educational Center for Research and Development
- Utilized your technical expertise to create multimedia-rich learning materials, interactive simulations, and digital platforms that engage and motivate students

Freelance

Social Media Manager | Jan 2016 – Present

- Collaborate with the client to understand their brand identity, target audience, and marketing objectives
- Utilize Adobe Creative Suite (Adobe Photoshop, Illustrator, InDesign, etc.) to design graphics, illustrations, and visual assets for social media posts, ads, and campaigns

Makassed School

Math Coordinator | Jan 2012 – Dec 2013

- Developed and enhanced math curriculum materials for Cycle I & II, resulting improvement in student proficiency in key mathematical concepts
- Analyzed student performance data to identify trends, strengths, and areas for improvement
- Offered consistent professional guidance to teachers for improving their math teaching methods and pedagogical expertise

Al Bayader & Le Lycee National School

Math Instructor | July 2004 – Sep 2012

- Collaborated with the curriculum development team to refine and enhance the Cycle II math curriculum
- Organized regular parent-teacher conferences to discuss individual student progress
- Led workshops or training sessions for fellow educators on effective assessment techniques, data analysis strategies, and best practices for tracking student progress

Education

Lebanese University – Faculty of Education

- Master's Degree in Educational Technology | 2021
- Bachelor Degree in Education – Math & Science Cycle II | 2005

Certificates

- Train the Trainer Social Board-Germany | 2021
- Social Peace Building | 2016
- Preparation of Prison Staff | 2016
- Social Intelligence | 2015
- Media Campaigning | 2015
- Fundamental of Reporting to Donor Institutions | 2014
- Planning for Development Projects & Programs for Civil Society Organization | 2014

Technical Skills

- AI Tools / Software's
- Data Analysis
- Story Line 360
- G- Suite Application
- MIS Program
- Adobe Illustrator
- Adobe Photoshop
- Articulate 360

Languages

- Arabic, Mother Language
- English, Working Proficiency
- French, Basic Proficiency