

Antranik Aywazian

Dear Sir / Madam,

I would like to offer my credentials for the role of undergraduate lecturer in business and/or computer courses in your esteemed institution, hence attached my resume as a first step in exploring the possibilities of employment with your good self.

As outlined in my enclosed resume, I have fifteen years secondary high school teaching experience. Recently started teaching at Al Kafaat University. Furthermore, I have more than twelve years of experience as a practitioner in Marketing, General Management, Operations, and Business Development in different industries and in multi-cultured environment.

Personally, I applied most of taught theories of Management, Marketing and Operational behaviour at work on regular basis. Spearheaded the coordination of people from all backgrounds. I have successfully led teams to work towards overall goals. An expert in bringing transformation in people to adopt new ways of working.

Academically, I hold Master of Business Administration (MBA) with specialization in Marketing (with Merit) from University of Leicester, United Kingdom. I also hold Bachelor of Science in Computer Science from Haigazian University, Lebanon. Along with the professional degree, my personal skills of good communication, presentation and top-level satisfaction make me a right prospect for this post.

I worked in Doha, Qatar from Mar 2005 to Apr 2017 in non-teaching managerial positions as a practitioner. When I came back to Lebanon in Apr 2017, I also worked as a practitioner in a company for a few months, then I started teaching in Sep 2017. These periods are omitted from the attached resume as they are irrelevant to teaching.

As outlined in my enclosed resume, I am an expert with over 26 years of experience in multi-cultured environment. My success in these positions is defined by my determination, dedication, commitment, hard-work and strong interpersonal skills. I meticulously work toward my objectives and achieve outstanding results.

An acknowledged professional with excellent communications skills, I had proven to be a respected and valued resource to my previous employers. With a record of success behind me, I am confident that I will be an asset to your respected institution as well.

I look forward to discussing my qualifications further and can be reached by email at **anto_aywazian@hotmail.com** or by phone at **(+961) 03 03 24 28**

Thank you so much for your time.

Sincerely,

Antranik Aywazian

Encl.: Curriculum Vitae and Degrees

An accomplished secondary teacher with exceptional classroom management skills and a passion for helping pupils of all abilities achieve their potential. During my 25+ years dynamic experience, I have crafted an extensive people management and tutoring skill set that allows me to create lesson plans students find genuinely intriguing and produces exemplary results in examinations and pupil's development.

PROFESSIONAL SUMMARY

AREAS OF EXPERTISE

- Academic research
- Critical thinking
- Preparing course materials
- Delivering engaging lessons
- Competence with educational technology
- Lesson plan creation and implementation
- Classroom management
- Creating healthy and collaborative environment
- Staying abreast of advances in technology
- Knowledge of subject areas
- Experience working with all age groups
- Excellent written and verbal communication
- Team player
- Behavior management
- Record keeping
- Conflict resolution

- ✓ Possess a genuine enthusiasm and passion for teaching, willingness to go the extra mile and stay after class as needed
- ✓ Exceptional communication, analytical, and multi-tasking skills. Have the ability to extract, interpret and present complex information in a simple and an easy to grasp to pupils
- ✓ Strong interpersonal abilities, with the capability to communicate and cooperate with individuals from a wide range of professional disciplines and nationalities.
- ✓ An articulate communicator known for effectively coordinating with people at various levels
- ✓ Well organized capable of operating in tight deadlines
- ✓ Motivate, mentor, guide, influence, and monitor a large number of individuals to achieve goals by creating an environment of trust, teamwork, high energy & performance.

CAREER CONTOUR

Kafaat University, Ain Saade, Lebanon Feb'23 - Present
Lecturer in Management Information Systems (MIS) – Part time <https://aku.edu.lb/>

- ✓ Teaching Management Information Systems (MIS) in School of Business
- ✓ Teaching Applied Computing (Word, Excel, PowerPoint, Access) in School of Business, School of Technology, School of Arts and Advertising, and School of Education.

Saint Joseph School, Cornet Chehwan, Lebanon Nov'22 - Present
As ICT teacher – Part time

International School, Beirut, Lebanon Nov'22 - Present
As Computer teacher in the Elementary club

Les Sœurs De La Charité (Besançon Beyrouth), Beirut Lebanon Sep'21 - Present
As Computer Instructor <https://beyrouth.besancon.edu.lb/home>

- ✓ Language of teaching: English
- ✓ Research, prepare teaching materials, and instruct the following courses:

Computer Components (Hardware)	MS Word 2016	Python programming
Networking	MS Excel 2016	Small Basic programming
Windows 10	MS Power Point 2016	Java programming
HTML	MS Access 2016	C++
Scratch	Robotics	Algorithm

- ✓ Classes taught: from Grade 4 to Grade 11 (age 10 to 18)

- ✓ Prepare Grade 10 and Grade 11 students for **French Baccalaureate** by teaching them Algorithm and Python programming which are mandatory subjects.
- ✓ Provide Python training to Math and Physics teachers

Brummana High School, Brummana, Lebanon Jan'20 – May'20
As IGCSE Business Studies Instructor (Part-time - maternity cover)

- ✓ Prepare and instruct Cambridge **IGCSE** Business Studies to Grade 9 IP and Grade 10/11 IP
- ✓ Prepare and instruct Cambridge **IGCSE** Accounting to Grade 12 IP
- ✓ Prepare and deliver online classes using MS Teams to Grades 9, 10, 11, and 12 IP
- ✓ Develop an effective teaching style to maintain both attention and discipline
- ✓ Create comprehensive lesson plans incorporating various methods of teaching to ensure students are actively engaged and understand the materials

United Armenian College, Beirut, Lebanon Sep'17 – Present
As Computer Instructor

- ✓ Research, prepare teaching materials, and instruct computer courses for Academic (Grade 10, Grade 11, and Grade 12) and vocational classes (BP1, BP2, BT1, BT2 and BT3).
- ✓ Plan and organize theoretical as well as practical classes to motivate students at all levels.
- ✓ Administration of Madrasatie portal; assist teachers to enter their grades, assist the administration to generate report cards, assist students to access their agenda
- ✓ Prepare and deliver online classes using ZOOM to Grades 10,11, 12 LP, BT1, BT2, and BT3
- ✓ Excellent knowledge of the subjects and ability to effectively communicate it to students.
- ✓ Established positive relationships with students to facilitate learning.
- ✓ Keeping order in the classroom and handle student behavior issues in accordance with school system policy.
- ✓ Developed and implemented stimulating learning strategies for mixed ability classes.
- ✓ Improved the academic performance of students in comparison to previous years
- ✓ Routinely met with students' parents regarding in class issues and learning.
- ✓ Assisting students with the use of the internet as an educational resource.
- ✓ Providing education and information on the importance of internet safety
- ✓ Incorporating a smart-board into lessons in order to provide an interactive learning experience.
- ✓ Used an effective teaching style to ensure students remained disciplined and attentive.
- ✓ Provided students' parents with feedback at meetings.

Several roles, Doha, Qatar Mar'05 – Aug'17
Non-teaching Managerial positions

Mesrobian College, Beirut, Lebanon Sep'97 – Feb'05
As Computer Instructor

- ✓ Prepare and instruct computer courses
- ✓ Applied the positive reinforcement method to redirect negative behaviors
- ✓ Maintaining discipline in a challenging classroom environment.
- ✓ Outstanding classroom management skills
- ✓ Regularly review, evaluate, analyze, and report on student academic, social, and behavioral progress
- ✓ Concentrate on feedback from students to improve teaching style and method.
- ✓ Facilitated learning by establishing positive relationships with pupils.

ACADEMIC QUALIFICATION

2016 - University of Leicester - England, UK

Master of Business Administration (MBA) (Specialism Marketing) (with Merit)

1996 - Haigazian University - Beirut, Lebanon

Bachelor of Science (BS) in Computer Science

CERTIFICATIONS

- ✓ Chartered Management Institute (CMI) Level 7 Diploma in **Strategic Management & Leadership**
- ✓ Microsoft Certified Systems Engineer – **MCSE**
- ✓ Cisco Certified Network Associates – **CCNA**
- ✓ Robotics: **Computer Science VEXcode VR Blocks Educator**
- ✓ Robotics: **VEX IQ 1st and 2nd gen**



AWARDS

The Leicester Award (2015)

PERSONAL DOSSIER

Date and Place of Birth : January 1st 1971 – Lebanon
Nationalities: Lebanese and Armenian
Linguistic ability : **Fluent:** English, Armenian, and Arabic
Working Knowledge: French