

Antranik Aywazian

Dear Sir / Madam,

I would like to offer my credentials for the role of **part-time lecturer in undergraduate business** 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 (AKU). 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 professional degrees: MCSE and CCNA. 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 25 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 Computer and Business Studies (IGCSE) teacher with exceptional classroom management skills and a passion for helping pupils of all abilities achieve their potential. During my 24+ 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.

- ✓ Research, prepare teaching materials, and instruct the following courses at several high schools and Al Kafaat University.

Management Information Systems (MIS)	MS Word 2019	Python programming
Computer Hardware and Networking	MS Excel 2019	Small Basic programming
Windows 10	MS Power Point 2019	Java programming
Robotics	MS Access 2019	C++ programming
Scratch	HTML	Algorithm

- ✓ Excellent knowledge of the subjects and ability to effectively communicate it to students.
- ✓ Create comprehensive lesson plans incorporating various methods of teaching to ensure students are actively engaged and easily grasp the material.
- ✓ Plan and organize theoretical as well as practical classes to motivate students at all levels.
- ✓ Develop an effective teaching style to maintain both attention and discipline
- ✓ Developed and implemented stimulating learning strategies for mixed ability classes.
- ✓ Prepare, organize, and deliver online classes using MS Teams and Zoom to all Grades
- ✓ Established positive relationships with students to facilitate learning.
- ✓ Keeping order in classroom and handle student behavior issues in accordance with school system policy.
- ✓ Improved the academic performance of students in comparison to previous years
- ✓ Routinely met with students' parents regarding in class issues and learning.
- ✓ Provided students' parents with feedback at meetings.
- ✓ 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.

Employment History

Armenian Evangelical College, Beirut, Lebanon Aug'23 - Present
As Computer Instructor – Part time

Des Trois Docteurs, الأقسام الثلاثة Achrafieh, Lebanon Aug'23 - Present
As Computer Instructor – Part time

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 Instructor – Part time

International College (IC), Beirut, Lebanon Nov'22 - Present
As Computer Instructor in the Elementary club

Les Sœurs De La Charité (Besançon Beyrouth), Beirut Lebanon Sep'21 – Jul 23
As Computer Instructor <https://beyrouth.besancon.edu.lb/home>

- ✓ Language of teaching: English
- ✓ 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

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

- ✓ Classes taught: Grade 10, Grade 11, Grade 12, BP1, BP2, BT1, BT2 and BT3.
- ✓ Administration of Madrasat portal; assist teachers to enter their grades, assist the administration to generate report cards, assist students to access their agenda

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

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

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

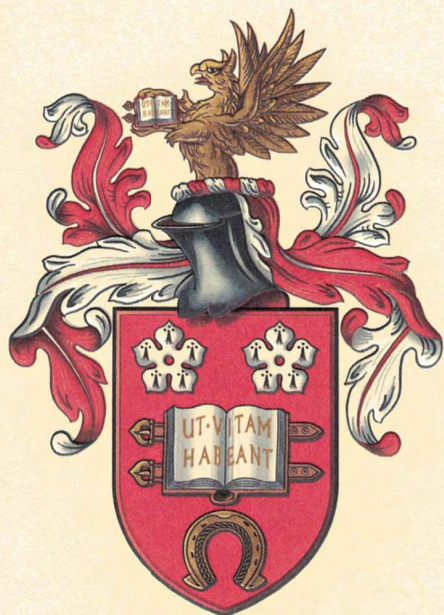
The Leicester Award (2015)

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



UNIVERSITY of LEICESTER

It is hereby certified that

Antranik Aywazian

was admitted to the degree of

Master of Business Administration

(Marketing)

with Merit

on the thirteenth day of July 2017

Bruce Gosssett

Chancellor

President and Vice-Chancellor

Registrar and Chief Operating Officer

This is to certify

Antranik Bedros Aywazian

has been awarded the

CMI Level 7 Diploma in Strategic Management and Leadership

601/1196/3

Date Issued

04/07/2017

Learner Number

P04541288



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Recognised awarding body

Ann Francke
Ann Francke, Chief Executive



For more information see <http://register.ofqual.gov.uk>



Regulation