# KEY COMPETENCES & SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATIONAL FIELD*** Curriculum Developer
* Special Events Manager
* Field Trips Organizer
 | * Class Management
* Patient in Giving
* Informative
* Thinking outside of the box
 | **ADMINISTRATION FIELD*** Strategic Planner
* MS-Office Applications
* Staff Leadership & Development
 | * Fluent English & Arabic
* Organizational Skills
* Team Player & Customer Service
* Excellent Interpersonal Skills
 |

# SOFTWARE & PROGRAMING LANGUAGES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Adobe Suite*** Photoshop
* Illustrator
* Acrobat
 | * Premiere Pro
* After Effects

**Microsoft Office*** Teams
 | * Word & Excel
* PowerPoint
* Outlook
* OneDrive
 | * SharePoint

**Google Apps*** Drive
* YouTube
 | * Slides
* Meet
* Classroom
* Docs
 | * Gmail
* Forms

**Other Software*** Articulate Storyline 360
 |

# EXPERIENCE

***CEO (Chief executive officer)*** …………………………………………………………………………... June 2021 - *Present*

* [**American Islamic Diversity**](https://americanislamicdiversity.org/services.html)*Dallas/Fort Worth, TX, USA (Hybrid)*
* Managing the cases of the newcomer immigrants/refugees; helping them fill out the right paperwork, furnishing their homes, finding vocational trainings and jobs, and helping them integrate in the new western society.
* Delegating and managing the volunteers and making sure they have the proper training for the task they are doing.
* Ordering the food for the food bank/pantry from North Texas Food Bank (NTFB).
* Making sure the donations are delivered to the ones who deserve it.
* Organizing Events for the donors and recipients.
* Attending meetings and collaborating with other organizations and governmental departments and investing opportunities to help the needy.
* Offering Sensitivity Training workshops on how to deal with the Muslims in the professional place and an introduction about the Islamic faith and who are the Muslims.
* Participating in speaking engagements in special events and invitations.

***Digital Art Teacher*** ……………………………………………………………………………… January 2015-December 2018

* [**ISLAMIC SCHOOL OF IRVING**](https://islamicschoolofirving.org/) *Irving, TX, USA (Onsight)*
* Taught storyboarding, modeling assets, organic objects and characters in 2Ds and 3Ds as well as animation (using Blender, Maya and After Effects).
* Taught UVing & texturing the meshes in 3Ds using Substance Designer and Painter.
* Taught Virtual Environments using Unity and Unreal Engine 4 as well as basic C++ & C#.
* Taught how to montage images as well as typography and produce commercial yet creative flyers, ads, business cards, etc. using Adobe suits such as Photoshop and Illustrator.
* Taught how to Video editing using Adobe Premiere as well as sound recording and editing.
* Taught computer web design program language HTML & CSS.
* Taught how to articulate steps within the design process and prepare materials related to and around the process. Also how to judge designs by principles rather than notions vaguely-formed opinions.
* Constructed the curriculum of the years between 2015-2019 in the subjects of Digital Arts, Gaming, Scripting & Coding.

***ESL Teacher*** ………………………………………………………………………………………………… August 2014-December 2016

* [**UNITED UMMAH FOR REFUGEES**](https://www.facebook.com/United.Ummah.for.Refugees/) *Dallas, TX, USA (Onsight)*
	+ Taught Newcomer refugees and immigrants English as a Second Language for all ages.
	+ Constructed the curriculums of the books of the ESL.

***Researcher/Lecturer******& Video Editor*** …………………………………………………..………............. October 2012-April 2014

* [**BRIDGES FOUNDATION**](https://bridges-foundation.org/) *Cairo, Egypt (Onsight)*
	+ Conducted workshops and lectures in interfaith religion between Christianity and Islam.
	+ Authored the book of “The Map” while researching in the interfaith field.
	+ Collaborated in the construction of the curriculum of the seminars and workshops conducted for adult students.
	+ Video shot and edited the seminars, webinars, presentations, and lectures to be implemented into the website.

***Substitute Teacher*** ……...………………………………………………………………………………. August 2011-December 2012

* [**GOOD TREE ACADEMY**](https://goodtreeacademy.org/) *Richardson, TX, USA (Onsight)*
* Assisted the teachers in education for the Montessori and elementary levels.

***English as a Second Language Private Tutor*** ………………………………………………………. December 2010-May 2011

* **DYNAMIC ENTERPISES** *Fort Worth, TX, USA (Onsight)*
	+ 5th-11th Grade English and Math Tutor.

***Subject Teacher*** ………..…………………………………………………………………………………..….. August 2006-August 2009

* [**PEACE ACADEMY**](https://www.salamfoundation.us/)*Richardson, TX, USA (Onsight)*
	+ Taught Arabic Language for non-speaking Arabic students. Reading, Writing and Conversation.
	+ Managed the Programs for the Special Events in the School (i.e. Fundraising, Graduations, Qura’an Competitions, Arabic Spelling Bee, Calligraphy Competitions etc.)
	+ Counseled and Advised Teenaged Students in Islamic Manners and preparing them to face the real world in the Western Culture.
	+ Created and developed new Arabic Curriculums specialized for Non-Speaking Arabic Students.

***Educator*** ……………………………………..………………………………………………………………… January 2002-October 2005

* **THE ARAB BAPTIST CHURCH** *Dallas, TX, USA (Onsight)*
* Developed, facilitated, and monitored church conference and youth camp programs.
* Taught in the youth Bible Studies Circles.
* Created and developed the curriculum of the biblical studies for all classes of ages in the church with providing the tools and supplies that are needed.

***Summer School Teacher*** …………………………..……………………………………………………...................... Summer 2002

* [**JEWISH COMMUNITY CENTER (YMCA)**](https://jccdallas.org/)*Plano, TX, USA (Onsight)*
* Taught The Torah for kids ages (6-15) years old.

**Educator** ……………………………………………………………...………………………………………….. June 1993–January 2002

* **THE FREE EVANGELICAL CHURCH** *Zarka, Jordan (Onsight)*
* Developed, facilitated, and monitored church conference and camp programs.
* Trained staff for children’s programs.
* Developed new children’s curriculum utilizing creative tools.

# EDUCATION

**Bachelor’s degree:** *Arts & Technology; Gaming Concentration*

**UNIVERSITY OF TEXAS at Dallas** *Richardson, Texas, USA (GPA 3.9)*

**Bachelor’s degree:** *Religious Education, Islamic Studies Track*

**CLOVERDALE UNIVERSITY; Division of the Graduate Theological Foundation** *Indianapolis, IN, USA, (GPA 3.9)*

**LICENSES & CERTIFICATIONS**:

***LinkedIn:***

|  |  |
| --- | --- |
| * Coaching Yourself through the Ambiguity of Leading 03/10/2022
* Microsoft Collaboration: SharePoint, Teams, Groups, and Yammer (2020) 06/15/2021
 | * Learning Articulate Storyline 3 04/28/2020
* Articulate: Visual Design Basics 05/06/2020
* Being Positive at Work 05/11/2021
 |

# ACHIEVEMENTS

* *MAJORS HONOR; Academic Honor: University of Texas at Dallas 2018*
* *MAGNA CUM LAUDE Honor; Academic Honor: University of Texas at Dallas 2018*
* *THE MAP; Third Place in the Research Competition of Abdullah AbdulGhani Center, Subject: Religious Fundamentalism 2013*
* *BEST TEACHER; Recognition from Peace Academy 2009*
* *PHI THETA KAPPA Academic Honor 2005: Richland College*
* EXUBERANT ENERGY SPEAKER: *Richland College 2005*

*Check my* ***linkedIn*** *for more achievements:* <https://www.linkedin.com/in/ruba-qewar-173511155/>