

MARWA FLEIHAN
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Profile Summary:

Progressive Academic Coordinator dedicated to student development and successful learning experiences, challenging and enriching activities to address diverse needs and interests of students. Actively collaborating with all levels of staff members and establishing quality relationships with students. Demonstrates strengths in administration, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

Work Experiences:

Doha International School-Doha/Qatar

May 2021- Till Date

School Principal

1. Sets performance objectives for students and teachers.
2. Implements and monitors school policies and safety protocols.
3. Reviews administrative tasks (e.g. updating employee records),
4. Oversees day-to-day school operations.
5. Manages school logistics and budgets.
6. Sets learning goals for students and teachers based on school's curriculum.
7. Monitors and report on teacher performance.
8. Presents data from school performance to board members.
9. Research new resources and techniques to improve teaching.
10. Interviews and hire school personnel.
11. Reviews and implement school policies.
12. Provides guidance and counseling to teachers.
13. Handles emergencies and school crises.
14. Organizes school events and assemblies
15. Ensure a safe and clean environment for students (e.g. implementing hygiene rules).
16. Attends conferences to gain knowledge on current educational trends.
17. Manages the administrative and daily operations of the school, ensuring compliance with the school's policies and regulations.

18. Interacts and collaborates with students, parents, and the community to build a school environment that maximizes student learning, academic performance, and social growth.
19. Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning, develops and implements projects and programs to assist in accomplishment of established goals.
20. Performs miscellaneous job-related duties as assigned.
21. Prepare and conduct in-service training and workshops for staff and teachers. Coordinate with external speakers and conferences.
22. Attend classrooms and report on teacher's performance.
23. Attend and conduct staff meetings with teachers and subject coordinators for academic and administrative affairs.
24. Monitor and implement the orientation process for new recruits, such as meeting them and assisting them to settle in and provide them with information about the school.

Primary Health Care Corporation-Doha/Qatar

Sep 2015 – June 2021

Administrative Coordinator/Clinical Affairs Coordinator

1. Provide day-to-day functions to Clinical Affairs Directorate ensuring consistency in documentation and communication with internal and external stakeholders.
2. Assist in the preparation of reports & related documents as required.
3. Maintain efficient and effective clinical operations which comply with the PHCC's focus on quality services and operational excellence.
4. Facilitate and monitor, assemble and analyze data for documentation.
5. Arrange meetings as needed.
6. Prepare Minutes of meetings as required and maintain a clear record of these.
7. Ensure a high level of confidentiality to safeguard sensitive information.
8. Collect monthly reports from the department and share the update with AMD office.
9. Assist the staff with general admin duties (making presentations, compiling spreadsheets, and reports).
10. Assist the Communicable Disease Section in managing and auditing the quality data.
11. Maintained well-organized digital and hardcopy filing systems.
12. Dealt professionally with team members and clients to enhance relationships.
13. Received and routed telephone or email messages to appropriate staff.
14. Scanned and saved PDF and Word documents into electronic files and folders.
15. Preserved files and records with effective filing systems.
16. Managed office and team operations in line with budgets and timelines.

Al Hekma International school – Doha/Qatar
Jan 2012 – July 2015
Social Worker

1. Dealing with students with bad behaviors.
2. Dealing with sensitive issues confidentially.
3. Adjusting plans to improve the student's weakness.
4. Advising teachers on how to deal with difficult students.
5. Doing IEP (Individualized Education Plan) to improve the academic level of the students with learning difficulties and Students at Risk.
6. Implement Gifted and Talented Program for students.
7. Supported positive student's outcomes for various needs through group and individual sessions.
8. Conducted initial assessments of student's situations to determine needs and goals.
9. Offered both individual and group counseling services to help students deal with issues.
10. Participated in workshops and training.
11. Kept documentation of all cases.
12. Adhering to confidentiality requirements for all cases.

Al Wafaa Secondary School – Lebanon
Socio Economics Coordinator and Teacher
Oct 2009 – June 2011

1. Check Teacher's lesson plans and evaluations.
2. Advise and mentor teachers and measure the effectiveness of their teaching techniques.
3. Plan and organize training programs and workshops.
4. Communicate with parents regarding student's academic levels.
5. Prepare lesson plans.
6. Adjust plans to improve the student's weakness.
7. Prepare Evaluations and reports
8. Evaluate Student's Performance.
9. Provide feedback to parents regarding student's progress.
10. Participate in school activities.

Al Wafaa Secondary School – Lebanon
Arabic Teacher
Oct 2006 - June 2009

1. Develop differentiated weekly lesson plans and submit in a timely manner.
2. Establish and communicate clear objectives for all learning activities.
3. Provide a variety of learning materials and resources for use in educational activities.
4. Identify and select different instructional resources and methods to meet students' varying needs.

- 5.Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- 6.Identify student needs and cooperate with other staff members in assessing and helping students solve attitude and learning problems.
- 7.Check and correct student notebooks, books, and assignments daily.
- 8.Observe and evaluate student's performance and development.
- 9.Assign and grade class work, homework, tests and assignments.
- 10.Provide appropriate feedback on work.
- 11.Encourage and monitor the progress of individual students.
- 12.Maintain accurate and complete records of students' progress and development.
- 13.Prepare classroom for class activities.
- 14.Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- 15.Participate in department and school meetings, parent meetings.
- 16.Provide a safe and nurturing environment for students so that they feel comfortable in taking educational risks.

Workshops Attended:

- 1.Software for emerging literacy and language skills (MADA) – 2012
- 2.Autism and Role of Technology Training (MADA) – October 2012
- 3.How to detect and deal with cases of abuse, violence and neglect, located on the child (Qatar Foundation for Child & Women Protection)– March 2012
- 4.Data Analysis – April 2012
- 5.Bullying (Qatar Foundation – Awsaj Academy) – 2012
- 6.How to identify students with learning difficulties versus those with behavior issues - February 2013
- 7.Preparing and writing reports – Institute of Public Administration-Qatar -September 2016
- 8.Patient safety Campaign 2019
- 9.LMS Learner Orientation - March 2020– توجيه المتدربين على نظام إدارة التدريب
- 10.Emergency Respiratory Viruses (e learning), including Covid 19- March 2020
- 11.Corporate Ethics Capacity Building (e learning) – August 2020
- 12.Cybercrime Awareness Training - November 2020 التوعية بالجرائم الإلكترونية
- 13.Fire & Safety (e learning) – January 2021
- 14.Hand Hygiene – March 2021
- 15.The Educational Landscape in the next 5 years – Mc Graw Hill – February 2023

Education:

-Lebanese University
Bachelor in Sociology
Oct 2005 – Sep 2009

-Skylark (International Educational Services)
Educational Administration on Management
April 2021 – Oct 2021

Languages:

Arabic
Mother Tongue

English
Proficient

Skills:

Student Advisory

Report Creation

Data Evaluation

Report Analysis

Education Model Development

Institutional Planning

Project Management

Microsoft Word , Excell , PowerPoint

Self motivated