

Letter of Interest

Dr. Virginia Coombe
Keuka College
141 Central Avenue
Keuka Park, NY 14478
Fax: 315.279.5464
E-mail: chinafaculty@mail.keuka.edu

Dear Dr. Coombe

I would like to apply for a teaching position in one of your Chinese campuses. I have a Master's Degree in Management with extensive experience working and teaching in multicultural organizations.

I have been in the education profession since 1985 which allowed me to accumulate broad experiences in education and training. My strong background in using technology allowed me to master the art of individualized teaching where learners grow in knowledge based on their talents and strengths. I have almost perfected the collaborative learning approach that allows learners to identify ways of creating their own knowledge through real life interactions with others and through proper mining of information that induces their learning. I find your experiential learning model very appealing to apply some of my methods and learn new approaches.

As you have requested, below is the summary of my experience in teaching and learning:

Undergraduate Courses:

I have taught the following courses at the graduate and undergraduate levels:

- Operation Management
- Project Management
- Human Resources
- Principles of Business Administration.
- Staffing
- Organizational Behavior
- E-Commerce.
- E-Marketing.
- Computer Systems Architecture.
- Computer Programming Languages.
- Database design and implementation.
- Data Communication and Computer Networking.
- Operating Systems.
- Data structures.
- History of the Arab World and the Middle East.

Adult Training

I have developed and conducted the following workshops and training programs for adults:

- Project Management for Construction.
- Team building and team synergy.
- Using Technology for Collaboration.
- Web design courses (SharePoint, Dream Weaver, Fireworks, Flash, PHP, MySQL, Linux).
- Developing eLearning courseware with WebCT and Blackboard.
- Technical "Jargon-Free" Workshops for Teachers (Office, outlook, SharePoint, Hot-Potatoes, Respondus, electronic presentations).
- Quality Service workshops.
- Training the Trainers on Instructional Skills (part of the ISW initiative.)
- Facilitated Instructional Skills Workshops for teachers.
- Numerous computer literacy workshops for the staff and faculty of HCT

Instructional/Curriculum Design

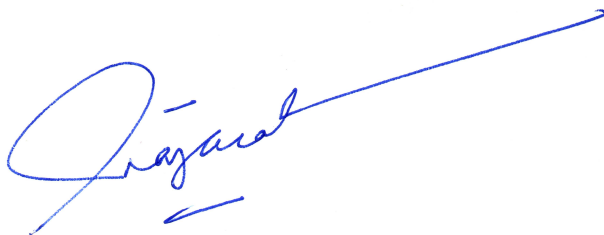
I have developed and taught the following undergraduate curriculum and courses: Human Resources, Staffing, Operation Management, Project Management, network design, database design, computer literacy, independent learning courses and History of the Middle East.

Courseware:

I have developed and implemented many online materials for computer courses using WebCT, Blackboard, Illuminate and other web facilities. Some applications were in the fields of: Operation Management, Staffing, eMarketing, Internet programming, Database Design, Project Management and History of the Middle East. Most recently, I embarked on using FaceBook, My Space and Second Life as a learning environment to support my classroom teaching.

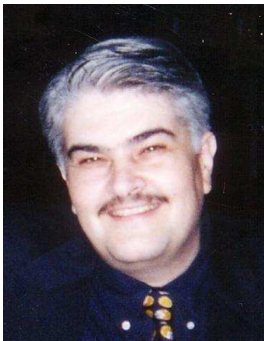
I am confident you will find my experience and knowledge suitable for your college educational philosophy. I look forward to add the Chinese culture to my multicultural experience.

Sincerely yours,



Anas Eljamal
CIO, Keyano College
268 Woodward Lane
Fort McMurray, T9H 5K8, Alberta Canada
Tel (780) 714 6600
Email: anas@eljamal.com

P.S.: Due to my interest in the Chinese culture, I am applying for other positions within your College that matches my experience.



Full Name: Anas Eljamal
Email: anas@eljamal.com
FaceBook/LinkedIn: Anas Eljamal
Website: anas.eljamal.com
Contact Information: Keyano College
8115 Franklin Av, #58
Fort McMurray, Alberta T9H 2H7, Canada
Tel (Work): (780) 791- 4844
Tel (Personal): (780) 714-6600

Career Objectives

I strive to work with multicultural educators on exploiting post-modern information and communication technologies in the areas of teaching, learning and educational administration for the success of multicultural lifelong learners.

Summary of My Career Experience

I am a true believer and practitioner of the experiential learning where I promote learners to create their knowledge through self discovery. I have successful application in many courses like Human Resources, Operations Management, Project Management and other disciplines.

My leadership and managerial history is saturated with change and paradigm shift challenges. The success of my methods is rooted in my belief in delivering solutions based on the teachers', administrators' and learners' needs rather than imposing new trends. With proper training and support, these initiatives surfaced to success.

I have presented numerous international presentations in theoretical and practical concepts related to the application of technology in modern age post secondary educational systems. I have addressed cultural impacts on the learning of individuals.

Academic Degrees

Masters Degree in Quality Management, University of Wollongong, Australia, Spring 1998.

Graduate Certificate in Total Quality Management, University of Wollongong, Australia, Spring 1997.

B.Sc., Computer Science and Mathematics, American University of Beirut, Lebanon, Fall 1985.

Personal Interests

I am a world travel backpacker with my family. We traveled all over Europe, Asia, North America, and the Middle East. Our next travels will be to the Far East, Central and South America. I am a passionate researcher of culture, history and difference between religions. I have given numerous presentations about cultures and religion interrelationships. I indulge myself in playing strategy games where mental challenges give me the thrill. I am a certified *Akila* in Boys Scouts and I enjoy watching good movies.

Chronology of Work Experience

Sep 2004 To Present: Chief Information Officer

Organization: Keyano College, Alberta, Canada

Website: www.keyano.ca

Role: Member of the College Executive Committee. Responsible for setting, implementing and managing the ICT strategies of the college.

Major Accomplishments: implemented structured wireless across all campuses, consolidated back end servers through virtualization to support the educational processes, implemented an Educational Portal System, introduced new technology based teaching and learning for the remote communities, introduced new distant education learning experience, introduced laptops, participated in revamping the business and computer science curriculum to meet the present IT challenges in the Oil Sands industry.

I teach Project Management, Operations Management and Human Resources courses.

Jun 2000 To Sep 2004: Manager of Educational Technology

Organization: Higher Colleges of Technology, Dubai, U.A.E

Website: www.hct.ac.ae

Role: Member of the College Executive Team. Assumed the role of Acting Director. I was responsible for setting, implementing and managing the operation related to educational technology.

Major Accomplishments: introduced student laptop program and wireless across the whole campus. Utilized Citrix solutions to minimize down-time learning opportunities. Designed, purchased and implemented state of the art infrastructure to support the educational and administrative operation of the college. Participated in creating an ecommerce program that evolved into the e-Business degree. Managed teachers' professional development programs that helped them migrate to new teaching paradigms. Managed the technical support and operation function of the college.

I taught different computer science courses, Business Administration courses, Middle East History course and ecommerce Courses.

May 1992 To Jun 2000: Manager of Student Services and Computer Systems

Organization: Higher Colleges of Technology, Dubai, U.A.E

Website: www.hct.ac.ae

Role: Manage the Student Services function in the college which included student recruitment, student records and registrar. In addition, I managed the computer support functions of the college.

Major Accomplishments: Attracted 80% of the potential high school graduates to our college, created and administered policies related to student services and the registrar. Developed and managed a student academic tracking systems. Participated in the creation of a centralized admission center at the level of the country. Purchased and installed automation systems required for the operation of the college (specifically SCT Banner and WebCT.) Participated in the development of numerous IT curricula.

Aug 1989 To May 1992; Title: Instructor of Business Information Systems

Organization: Higher Colleges of Technology, Dubai, U.A.E
 Website: www.hct.ac.ae

Role: Teacher of IT courses (database, networking, applications and programming.)

Major Achievements: Was awarded the Excellence in Teaching award. Developed numerous courses for the department. Participated in the process of BTEC accreditation.

Sep 1988 To Jul 1989: Teacher of Computer Sciences

Organization: Ibn Khaldoun High School, Manama Bahrain

Role: Teacher of programming courses for grades 5 to 9 and Sciences for Grade 5. Developed material for the courses.

Oct 1983 To Sep 1988;

(1) Teacher of Computer Sciences and Mathematics

Organization: American Community School

Role: Teacher of Mathematics (Algebra and Geometry) and Computer Sciences for grades 10 to 12.

(2) Graduate Research Assistant in Computer Sciences

Organization: American University of Beirut
 Website: www.aub.edu.lb

Role: Teacher of computer sciences courses for Freshman and Sophomore years. Graduate assistant to professors in numerous computer courses. Managed the Computer Labs in the Department of Mathematics.

Mar 1991 To April 1983: Bilingual Industrial Instructor

Organization: Mitsubishi heavy Industries
 Website: www.mhi.co.jp

Role: Worked with the Japanese multinational company as the Instructor of the operation and maintenance of Desalination control room. Developed teaching and learning material for the trainees in English and Arabic.

References

Present Employer: Keyano College		Previous Employer: Higher Colleges of Technology
Jim Foote, President Email: jim.foote@keyano.ca Tel: 780 791 4800	Cindy Amerongen, VP Email: Cindy.Amerongen@keyano.ca Tel: (780) 791 8923	Norman Gray, Director Higher Colleges of Technology Postal address: 1724 The Chase Mississauga, Ontario L5M 4P2 Email: nlgray@roger.com or Tel: (905) 569-0058
Postal Address: 8115 Franklin Avenue, Fort McMurray Alberta T9H 2H7, Canada		

You are authorized to approach the above individuals for references. More references will be provided upon Request

Professional Certificates

- 2007: Agile Project Methods, Berteig Consultancy.
- 2007: Administration of Centralized Wireless Systems, Aruba Inc.
- 2005: SuperNet Operation, North Alberta Institute of Technology.
- 2004: Work Health and Safety Certificate, Alberta Government.
- 2003: Global eLearning Workshop from Massachusetts Institute of Technology, Boston, Learning International Network Consortium.
- 2002: ICDL Center Manager and Assessor, UNESCO.
- 2001: Independent Learning Skills, Higher Colleges of Technology.
- 2000: Judging Quality Award, Dubai Quality Award, Dubai Economic Department and University of Wollongong.
- 2000: Leadership in Education, Harvard Graduate School of Education.
- 1995: Facilitation Training Certificate, Instructional Skills Workshop Group, Higher Colleges of Technology.
- 1994: Training the Trainers Certificate, Instructional Skills Workshop Group, Higher Colleges of Technology.
- 1993: Oracle Advanced Application Building Certificate, Oracle.
- 1990: Curriculum Development, Higher Colleges of Technology.
- 1991-2000: Novell Netware Operating Systems Certificates, Novell and Computer Data Networks.

Professional Presentations

In addition to presentations related to alternative methodologies of teaching, assessment, training and use of educational technology, I have conducted the following professional presentations:

- 2008: Alberta North Access Symposium:** 2 Presentations
 - (1) Why Agrarian Students Fail our Educational System
 - (2) The Future of Education in the Wiki Age
 Fort McMurray, May 2008.

- 2007: Center of Excellence for Research and Technology:** Learning in the Knowledge Age
Keyano College: Wiki Learning Model
Keyano College: Challenging the Obvious in Education, a series of workshops that challenges educator's to adopt new learning models.

- 2006: Wood Buffalo Human Resources Management Association:** Human Resources Management in Multicultural Organizations.
Alberta North Access Symposium: How "Knowledge Technology" Improves Cross-Cultural Collaborations.
Work Force Development, Supervisors Boot Camp: Management by Remote Control.

- 2005: Fort McMurray Public Schools Teachers conference:** (1) The Google Kid: how Technology is impacting the learning behavior of the new generation (2) Cultural Spectacles: Methodologies of understanding the paradigms of different cultures.
Keyano College: Education in the Knowledge Age, Mastering the Basics Series of Presentations: Email and Networking.

- 2004 - Present: Fort McMurray Multicultural Association:** On Going Presentations related to multiculturalism and impact on teaching and learning.

- 2003 – 2005: Laptop Think - Day – HCT and Zayed University:** Different presentations about the use of technology and laptops in teaching and learning.

2002: IBM ThinkPad University Conference: The Cultural Challenges facing implementing successful educational technology in the Gulf Countries.

2001: American University of Sharjah: Future trends of technology in teaching and learning.

2002: With Pat Colabucci: Online Role Play Simulation as an alternative assessment

1998 - 2000: Higher Colleges of Technology Conference: Uses of Technology in the functions of Student Services and Registrar.

Professional Membership

AAHEIT: Alberta Association in Higher Education for Information Technology (www.actic.ca)

CANHEIT: Canada Higher Education and Information Technology Consortium

CANITDIRS: Canadian IT Directors network

EduCause: www.educause.edu

ISACA: The Information Systems Audit and Control Association (www.isaca.org)

LIFIA: Learning Innovations Forum, (www.lifia.ca , www.lif-fia.org)

MIT-LINC: MIT Learning International Network Consortium (linc.mit.edu)

ACCC: Association of Canadian Community Colleges (www.accc.ca)

IATHA: Institute for the Advancement of Teaching in Higher Education (www.iathe.org)