

Ruba Al-Haj

Objective

An enthusiastic and motivated self-starter who is an innovator with communication skills. Working with a group or as individual to achieve a common objective. An instructing career in a well established academic organization that is willing to embark in a creative and innovative path, where I can still contribute to the growth of organization through instructing as well as researching.

Personal Data:

Date of Birth: 28/6/1974
Nationality: Jordanian
Sex: Female

Experience

9, 2007 – present University of Sharjah Sharjah, UAE
Lecturer (full-time)

Responsibilities:

- Teaching Information Technology Courses like:
 - Introduction to Information Technology
 - Introduction to Web Design
 - Advanced Web Design
 - Introduction to Programming
 - Computer Applications Development
 - Networking I
 - Networking II
 - Computer Skills
 - Internet and Computer Applications
 - Basic Computer Organization
 - Information Storage and Retrieval Systems
 - Computer Maintenance
 - Uses of Computer in Law
- Academic advisor for Information Technology student
- Coordinator of the web-development committee
- Member of the IT committee
- Member of the study plan committee
- Member of the academic timetable committee
- Member of the information technology exhibition and seminars committee
- Member of the public relations committee
- Member of the peers evaluation committee
- Member of the student affairs committee
- Member of the seminars and exhibition committee
- Member of the Collage E-Gate committee
- Member of the Control Student Behavior committee

9, 2006 – 2, 2007 Ajman University of Science & technology Ajman, UAE

Lecturer (part-time)

Responsibilities:

- Teaching PC Applications Course (word, Excel, PowerPoint, and HTML)
- Teaching Programming II tutorial.

1, 2006 – 8, 2006 University of Sharjah Sharjah, UAE

Web Developer

Responsibilities:

- Member of the technique team for the Luminance & Portal projects with the following tasks:
 - Redesigning the UOS web-page using a content management system (CMS)
 - Training faculty and staff in how to use the system
 - Creating a dynamic web-content for the web-page

2, 1998 – 8, 2006 University of Sharjah Sharjah, UAE

Computer Teaching Assistant

• Responsibilities:

- Assisting instructor in the practical courses (Introduction to IT, Multimedia, Internet Programming, Computer Graphics, ...)
- Marking assignments for advanced courses (Database, Operating Systems, File Processing, Automata, ...)
- Assisting students in many courses (programming, multimedia, operating systems, internet technology ...).
- Preparing the computer lab by installing all needed software, and fixing any problems.
- Installing, setting up, and administrating networks.
- Handling and preparing tutorials for:
 - Unix operating system
 - Windows operating system
 - Web-design
 - Computer graphics.
 - Multimedia

1997 – 1998 Al Ettihad Private School Dubai, UAE

Computer Teacher

• Responsibilities:

- Teaching introduction to computer and other selected courses related to computer for grades 1 to 12.
- Teaching high grades selected courses like visual basic and web design.

1996 – 1997 Dubai Medical College Dubai, UAE

Computer Teacher

• Responsibilities:

- Training medical college students on using the Internet specially to find information.
- Teaching introduction to computer and other selected courses related to computer.

for publications

Technical Qualifications

- **Packages:** Microsoft Office (Word, Excel, PowerPoint, Access, Project, Outlook), Visual basic, Macromedia Dream Weaver, Macromedia Fire Works, Flash, Swish, Movie Maker, Adobe Photoshop, Paintshop Pro, Microsoft FrontPage, Audio and Video converters.
- **Programming Languages:** C++, JAVA, SQL, ASP, JSP, LISP, HTML, XML, VBASIC, IBM ASSEMBLER, ORACLE, UNIX Shell Scripting and PHP.
- **Platforms: UNIX (Solaris),** Windows 95/98/NT/2000/XP , Linux (Red Hat), Mac OS.

Personal Skills

- Excellent demonstration skills
- Comfortable interacting with people with diverse cultures
- Ability to work hard and under pressure
- Ability to learn very fast
- Creative
- High imaginary that helps to find alternative solutions
- Excellent interpersonal skills
- Pleasant personality.

Languages

Fluent in Arabic and English, reading, writing and speaking.

References:

Dr. Ashraf El-Naggar
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Community Collage
University of sharjah
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Dr. Zaher Al-Aghbari
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Computer Science Department
University of sharjah
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