

Dana J. Al-Shaikh

TO THE MANAGER/ PERSONNEL DEPARTMENT

Dear Sir/ Madam,

I am very interested in being considered for the position available. I hope that you will find after reviewing my skills and experience listed on my resume that I would be an asset to your School.

Please find enclosed my current resume for your consideration. I am a motivated, patient and determined individual, who believes in maintaining a high work standard.

I am available to meet with you for an interview, if you are so inclined, at your earliest convenience.

I look forward to hearing from you.

Yours sincerely,

Dana J. Al Shaikh

## **Dana Jamal Al-Shaikh**

### **Personal Information**

- Nationality: Bahraini
- Date of Birth: 8.April.1983
- Marital status: Married
- Mobile: 39202999
- E-mail: [d.alshaikh2020@hotmail.com](mailto:d.alshaikh2020@hotmail.com)

### **Objectives**

- A good working atmosphere, where I can develop my abilities and knowledge for the benefit of the organization.
- To be a part of a good team to put in my full potential for the good well and prospect of the organization and myself.

### **Education**

- 2020 British Board for Training & consulting, Certified Methodology Diploma in Education.
- 2016 Ibn Khaldun Institute for Training, Wessam Al Fakheri - Montessori Methods.
- 2004---2008 associate B.Sc in Business Administration System, Arab Open University.
- 2001---2003 associate Diploma in Banking & finance, Bahrain University.
- 1998---2001 Science Secondary School Certificate, Khawlah School.

## Certificates

- 2019 Artal Preparation School, Boecker, Safty In School.
- 2018 Al Rowad Private School, Rawan Al Omran - Analysis of children's drawings.
- 2018 Alliance Française d'Arabie Saoudite, Danijela Colic - Gamification in Learning.
- 2018 Alliance Française d'Arabie Saoudite, Carol Lahod - From the House to the school.
- 2018 Al Rowad School, Creative Learning Skills.
- 2018 Al Rowad School, Language Acquisition.
- 2018 Microsoft, Amani Al Fighawi - Member of Educator Community for Teachers around the world.
- 2018 Microsoft, Amani Al Fighawi – Microsoft OneNote, Forms & Sway.
- 2017 Training of children literature in kindergarten curricula (2 Parts), Dr. Sara Abd Al Kareem, Al Rowad Private School.
- 2017 How to protect our children from harassment, Dr. Sara Abd Al Kareem, Al Rowad Private School.
- 2016 Canada Global Centre - Effective Communication Skills for Early Childhood Course.
- 2014 Cambridge Training College Britain – Training Of the Trainers Diploma (TOT).
- 2013 Al Rowad Private school – Montessori Certificate.
- 2013 Al Rowad Private School – Story Methods.
- 2013 Arab Academy for Training Science – Developing the Creative Thinking of Children.
- 2008 Youth Future Leaders Development Center – Be A Social Leader.
- 2000 the Gulf International Institute — Intermediate 1 of General English Language.

## Work experience

- *English preschool teacher, My School Schools (Montessori).*

Location: Riyadh, KSA

Company Industry: Education

Job Role: EYFS English Teacher

(Got the KSA Ministry Education Approval as a teacher)

(January 1 – Till Now)

Reference: Ms.Mery +966 55 222 9663

- *English preschool teacher, Artal Preparation Schools.*

Location: Riyadh, KSA

Company Industry: Education

Job Role: EYFS English Teacher

(Got the KSA Ministry Education Approval as a teacher)

(April 2019 – December 2019)

Reference: Ms.Maram +966 59 856 4411

- *Montessori English preschool teacher, Al Rowad Private School.*

Location: Riyadh, KSA

Company Industry: Education

Job Role: Montessori English Teacher

August 2012 – August 2017

Reference: Ms.Basmah +966 54 409 2737

Job Description:

- Giving training courses to the teachers with different subjects related to the kids issues & improvement.
- Strongly demonstrated continuous professional development.
- Acquired thorough knowledge of all classroom subject matter.
- Tailored individually appropriate instructional techniques to meet student needs.
- Created comfortable and stimulating classroom environment.
- Supported achievement of classroom and institution goals.
- Conducted research in best classroom practices and strategies.
- Developed appropriate lesson plans and assessment methods.
- Fostered student reasoning and problem-solving skills.
- Performed regular coordination with families in support of student learning processes.
- Facilitated positive relationships between students and with other teachers and staff.
- Assessed learning outcomes in multiple aspects on a regular basis.

• ***Executive Media Coordinator, Al Nasher Adline***

Location: Manama, Bahrain

Company Industry: Advertising

Job Role: Administration

May 2007 - June 2008

Job Description:

- Responsible for coordinating the purchasing of print space in newspapers and magazines, and broadcast time on radio and television for the clients of the advertising agency.

- Analyze statistic models to determine the best media plan for the client, based on maximum media effectiveness for the client.
- Work with the media team to determine where to place ads based on the client's objectives and budgets.
- Support sales team by trafficking, analyzing and optimizing ad campaign from beginning to end.
- Produce weekly reports outlining campaign and network performance.
- Interact with internal as well as external clients to ensure a successful advertising campaign including ad placement and scheduling.
- Screen incoming creative to uphold content restrictions and specs.

- ***Media Coordinator, Al Hilal Corporate Communication***

Location: Bahrain, Manama

Company Industry: Advertising

Job Role: Purchasing/Procurement

March 2006 - March 2007

Job Description:

- Responsible for purchase orders, delivery dates and order tracking.
- Prepare AD purchase orders and booking confirmation letter.
- Liaise between agencies sales reps, clients, and ad production.
- Processing of ad material (booking, ad tracking and finalizing proofs with client).
- Handle multi-tasks, manage and meet conflicting (and tight) deadlines.
- Manage the reception area and welcome company's clients.
- Dealing with clients daily via phone means and possess excellent

customer service skills.

- Distribute relevant documents to employees in charge.

- ***Customer Care Assistant, Bahrain Executive Air Services***

Company “BEXAIR”

Location: Manama, Bahrain

Company Industry: Airlines/Aviation

Job Role: Marketing/PR

April 2005 - June 2005

Job Description:

- Booking Flight.
- Managing Flight Timings.
- Preparing Quotations.
- Customers Services.

## **Additional Skills**

- Interpersonal: Ability to work under pressure, communication skills,
- problem solving, time management, and working in teams.
- Computer: Excellent in Windows application, Ms Word, Ms Excel, Ms Power Point, Ms project, OneNote, Forms, Sway and using the Internet & had a special training on Learning Journals.
- Languages: Fluent in writing and speaking English and Arabic.