

Gada A. Korayim

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SUMMARY OF QUALIFICATIONS

With over 25 years of managerial and educational experience, professional development, and educational leadership, Gada Korayim has a proven track record of academic excellence and strong management ability in the university setting and training. She has been working in ESL and international programs and higher education in the Middle East since 2006. She is a dynamic and creative educator who creates an enthusiastic learner centered classroom. She is open arms to growth, new experiences, and the willingness to transfer her skills set to other administrative positions available in the educational field. She is able to take on assigned projects from start to completion with positive results.

EXPERIENCE

Interim Assistant Dean, Women's Campus - CoS/UPP, Alfaisal University (Riyadh, Saudi Arabia) Oct 2013 – Present
Oversee the day-to-day running of the College of Life Science (CoS) and University Preparatory Program (UPP) departments on the women's campus. Program Adviser for the UPP Women's campus. Serve in a leadership role to advance the vision and mission of the Dean. Coordinate collaborative programs with other international educational institutions. Manage and control the strategic planning and quality control of the department. Collaborate with the Director of UPP and all department heads on matters related to the program. Teach English courses at the UPP and/or academic level. Oversee college female faculty, instructors and staff to establish strategy and support for the program. Heavy involvement with student recruitment for the university. Attend meetings with the College Council as well as other key leaders and committees, various subcommittees, along with the Dean and other leadership. Chair the Student Recruitment Committee (RCS) for the department. Member of the Faculty Hiring Committee, Inter-College Committee, Recruitment Committee for the university. Oversee the Alfaisal University Testing and Training Center. Counsel and advice students within the department. Develop annual department budgets. Help lead faculty processes to define and implement strategic programs.

Head of English Program, Women's Division, Alfaisal University (Riyadh, Saudi Arabia) July 2011 – Oct 2013
Joined at the start of the first women's program at AU. Supervise faculty. Serve as the academic officer for the development and implementation of the UPP program. Serve as an academic advocate representing interests and concerns of faculty and staff. Sustain an environment of academic excellence through development and implementation of courses and programs. Assist, develop, review and revise the curricula. Recruit new academic personnel. Schedule courses and assign faculty and teaching assistants. Assist in the development and preparation of official reports, proposals, and budgets. Function as an internal liaison between the faculty and upper management. Mentor new and current faculty. Evaluate faculty via the Performance Review System. Student advisor for each UPP student. Work as a member of the scheduling committee. Organize and arrange testing and assessment. Seek out new resources to support faculty.

Director of Educational Programs, English Gate Academy (Riyadh, Saudi Arabia) August 2010 – July 2011
Implemented a new center from start to finish. Planned, developed, and administered programs to provide educational opportunities for students: Cooperated with business, civic, and other organizations to develop curriculums that met needs and interests of students and community. Interviewed and selected staff members and provided in-service training for teachers. Prepared budgets and determined allocation of funds for staff, supplies and equipment, and facilities. Analyzed data from questionnaires, interviews, and group discussions to evaluate curriculums, teaching methods, and community participation in educational and other programs. Directed preparations of publicity to promote activities, such as personnel recruitment, educational programs or other services.

University Registrar, Al Yamamah University (Riyadh, Saudi Arabia) July 2009 – August 2010
Increased student retention by 20%. Established and improved customer service by 75%. Devised policies and procedures for the registration department. Directed and coordinated university registration activities. Devise registration schedules and procedures. Analyzed statistical data on registration for administrative use in formulating policies. Exchanged student information with other colleges and universities. Directed preparation of student transcripts. Prepared commencement list. Directed preparation of statistical reports on educational activities for educational agencies and interpreted registration policies to faculty and students. Directed activities engaged in transcribing and evaluating academic records of students applying for permission to enter college or university. Coordinated dissemination of information on courses offered and procedures students are required to follow in order to obtain grade transcripts. Issued and signed official transcripts. Coordinated class schedules with room assignments for optimum use of buildings and equipment. Assigned rooms for student activities.

University Administrator, *Al Yamamah University* (Riyadh, Saudi Arabia) October 2008 –July 2009
Implemented student surveys and increased student satisfaction by 85%. Established operational policies and procedures and developed academic objectives. Directed work activities of personnel engaged in administration of academic institutions, departments, and alumni organizations. Met with academic and administrative personnel to disseminate information, identified problems, monitored progress reports, and ensured adherence to goals/objectives. Evaluated student programs, and statistical and research data to implement procedures and modifications to administrative policies. Advised staff and students on problems related to policies, program administration, and financial and personal matters, and recommended solutions. Reviewed student misconduct reports requiring disciplinary action and counseled students to ensure conformance to university policies. Assisted faculty and staff to conduct orientation programs, taught classes, issued student transcripts, and prepared commencement lists.

ESL Language Instructor, *Al Yamamah University* (Riyadh, Saudi Arabia) Aug 2006 – Oct 2008
Increased student attendance and motivation by 70%. Taught one or more subjects, such as writing, speaking, reading and communication, within prescribed curriculum. Prepared and delivered lectures to students. Compiled bibliographies of specialized materials for outside reading assignments. Stimulated class discussions. Compiled, administered, and graded examinations. Performed related duties, such as advised students on academic and vocational curricula, and acted as adviser to student organizations. Served on faculty committee providing professional consulting services.

Adjunct Instructor, *Passaic County Community College* (Paterson, New Jersey) Jan 2004 – June 2006
Taught 3 credit ESL courses in writing, grammar and reading to adults in a community college to a multicultural population. Incorporated all ESL teaching methodology into language and content objectives.

Literacy Teacher, *Paterson Public School No. 2* (New Jersey, USA) Jan 2003 - June 2006
Language Arts Teacher, *Hikmah Elementary School* (New Jersey, USA) Sept 1999 – June 2002
Increased students' scores by 20%. Taught elementary school students academic, social, and motor skills in public and private schools. Prepared course objectives and outlines for courses of study following curriculum guidelines and requirements of state and school. Lectured, demonstrated, and used audiovisual teaching aids to present subject matter to class. Prepared, administered, corrected tests, and recorded results. Assigned lessons, corrected papers, and heard oral presentations. Taught rules of conduct. Maintained order in classroom and on playground. Counseled pupils when adjustment and academic problems arose. Discussed pupils' academic and behavioral attitudes and achievements with parents. Kept attendance and grade records as required by school. Taught combined grade classes. Hold New Jersey State teaching certification.

Contracts Manager, *O'Brien-Kreitzberg Inc.*, (New York) March 1994 – April 1999
Strong negotiator. Directed activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Examined performance requirements, delivery schedules, and estimates of costs of material, equipment, and production to ensure completeness and accuracy. Prepared bids, process specifications, test and progress reports, and other exhibits that may be required. Reviewed bids from other firms for conformity to contract requirements and determines acceptable bids. Negotiated contracts with customers or bidders. Requested or approved amendments to or extensions of contracts. Advised planning and production departments of contractual rights and obligations. Prepared data for preparing estimates. Acted as liaison between company and subcontractors.

Contracts Administrator, *O'Brien-Kreitzberg Inc.*, (New York) Nov 1990-March 1994
Negotiated with suppliers to draw up procurement contracts. Negotiated, administered, extended, terminated, and renegotiated contracts. Formulated and coordinated procurement proposals. Evaluated and monitored contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Arbitrated claims and complaints that occurred in performance of contracts. Analyzed price proposals, financial reports, and other data to determine reasonableness of prices. Served as liaison officer to ensure fulfillment of obligations by contractors.

EDUCATION

University of Southern California, Los Angeles, USA Global Executive Doctorate Education, EdD	Cohort of 2014
University of Massachusetts, Lowell, USA Masters of Business Administration (MBA)	Matriculated
University of Phoenix, Arizona USA Masters in Education, <i>Specialization in Curriculum and Technology</i>	2003
St. John's University, New York Bachelor of Science in Management	1990
Midwest Education Group (MEG), Chicago, USA TESOL Certificate	2012
Midwest Education Group, Chicago, USA Master Trainer Certificate, TESOL	2012
New Jersey City University, New Jersey, USA ESL Certificate	2006
New Jersey Board of Education New Jersey State Certificate, Elementary Education, K-12	2006

PROFESSIONAL TRAINING

- Certified TOEFL Test Center Administrator and Supervisor at Alfaisal University, Riyadh, Saudi Arabia
- AdvancEd (formally CITA) Accreditation Member for K-12 schools
- Attended NASPA Conference, "Beyond Borders", Orlando, Florida, March 16-20, 2012
- Attended AACRAO (American Association of Collegiate Registrars and Admissions Officers) 96th annual meeting hosted in New Orleans, Louisiana - *April 2010* (certificate on hand)
- Chaperoned 29 students to University of British Columbia (UBC) in Vancouver, Canada for summer courses, *August 2009*
- Editor on local Saudi Arabia TV 2 station (Riyadh, Saudi Arabia)

ACCOMPLISHMENTS

1. Negotiated with local Saudi TV station allowing students to represent the university 2-3 times per week.
2. Established *Student for a Day* program on campus allowing prospective students to attend classes and lectures.
3. Set up an IELTS and TOEFL testing center on campus.
4. Presented a proposal to government entity and won 2 million SAR for an English language program.
5. Managed, directed and coached students to participate in Emirates Environmental Group (EEG) Inter-College Public Speaking competition hosted in Dubai (November 20, 2008) where students won first place.
6. Training to become CEA accreditation Reviewer for higher education institutions.

PROFESSIONAL AFFILIATIONS

- Harvard Business Review
- Forte Foundation
- TESOL Arabia