

Khawla bajbouj

Sharjah – United Arab Emirates – 00971506332688 – khawlabj@gmail.com

<https://www.linkedin.com/in/khawla-bajbouj/>

An innovative academician with 25 years of experience. Strategic-thinking individual experienced in enhancing organizations' performance. Offering engaging and pleasant personality with expertise improving educational institutes. Highly organized and details-oriented instructional designer who successfully manage educational projects, plans. Believing in the need of the change for institution's upgrading.

Skills

University Study Skills	Teaching methodology
Management	Scientific research - method and procedure
Verbal and Written Communication	Quality assurance standards
Administrative Support	Online Instructional Design
Education Programming Designing Training Sessions	Assessment Designer
Systems approach	International English language exams expert
Creativity and Innovation	

Work Experience

Lecturer

Learners University/ 2024-2026

SP-OB – EL -NS

- Teaching courses on [SP, Strategic Planning] [OB, Organizational Behavior] [EL, Educational Leadership] [NS, Negotiation skills] and [CCEI, Critical and Creative thinking and Entrepreneurship and Innovation] to over [500] learners' classrooms using various Education technology tools.
- Advising on department hiring actions to help build cohesive and successful courses designing.
- Designing and distributing lectures handouts to round out material and increase student understanding.
- Grading over [500] assignments according to strict institutional policies and upheld guidelines for academic integrity while disciplining plagiarism and cheating accordingly.

Quality assurance and assessment Manager

American University in the Emirates / 2023-2024

- Review Framework and Standards.
- Monitor and evaluate the quality of teaching and learning process.
- Review teaching and learning environment, management of learning resources.
- Responding to CAA enquiries.
- Designing and assessing courses content based on Blended learning strategy.
- Writing Annual Report
- Arranging, conducting and assessing annual professional development sessions.

Instructional designer

Ajman university / 2022-2023

- Designing 20 online courses in the field of ESP and BA.
- Designing over 50 online training sessions in the field of Edu-tech, creativity and innovation, management and research methodology.
- Designing professional diploma programs for university academic staff.
- Adjusting existing courses to meet over 300 learners' needs.
- Evaluating and applying over 50 courses based on HE policies and learners' feedback.

- Targeting diverse learning modalities in development of new course content and training programs.
- Developing assessments and user polls to evaluate course effectiveness, altering content and delivery to achieve student learning goals.

Director of Department of Continuous Training

UCMFs College / 2017-2022

- Leading Training Centre team out of 100 individuals in alignment with College's vision and values.
- Developing strategic planning and ensure growth of services.
- Coordinating development of annual training plan including schedule, description of projects, curriculum and identification of trainers.
- Performing excellent training, consultation, and other forms of technical assistance.
- Steering of training requirements to improve training quality.
- Identifying, assessing, and informing Board of Directors of internal and external issues that affect Training center.
- Supervising and administrating workshops.

Lecturer / ESP, BA and Education Technology

UCMFs College / 2017-2022

- Conducting presentations on [ESP, BA] to [600] learners' classrooms using various Education technology tools.
- Advising on department hiring actions to help build cohesive and successful courses designing.
- Designing and distributing [300] lectures handouts to round out material and increase student understanding.
- Grading over [500] assignments according to strict institutional policies and upheld guidelines for academic integrity while disciplining plagiarism and cheating accordingly.
- Monitoring over [600] learners' research.
- Applying online assessments methods in addition to implementing alternative assessments.

Accreditation Team Coordinator in the Quality assurance

UCMFs College / 2017-2018

- Organizing, facilitating, and participating on team evaluation visits to [10] college departments.
- Drafting, consolidating, and editing team visit reports for subsequent review and evaluation by ACCET Commission
- Providing assistance to Commissioners during ACCET Commission meetings and preparing draft correspondence (Commission Action Letters).
- Assisting in conducting [10] Accreditation Workshops.
- Reviewing ACCET standards, policies, procedures, and expectations with college departments.
- Reviewing, tracking and responding to documents related to assigned committee.
- Providing technical assistance to over [100] applicants and members of college related to ACCET standards, policies and procedures.
- Handling day-to-day office operations and resolved any conflicts.

Online Assessment Coordinator

MOE / 2015-2017

- Establishing online tests and ordering testing materials for [15] tests.
- Assisting administration to follow-up answers and results.
- Monitoring testing sites and regulation adherence.
- Performing training sessions for instructors and admin members on online test platform.
- Directing day-to-day operations of education program and supervised support staff to delegate assignments and evaluate performance.
- Maintaining program files, records, databases and websites to gather research and prepare and submit reports.
- Representing educational program at meetings and conferences to serve as subject matter liaison for array of services and activities assigned.

ESL Instructor/ Supervisor

MOE / 1999-2017

- Administering language and academic assessments to evaluate student progress.
- Providing supportive, nurturing learning environment to encourage student responsibility.
- Establishing clear objectives for lessons and units to communicate objectives to [110] students per semester.
- Using [Inspiration software, Google applications, MS applications] to maintain accurate and complete records of student progress and growth.
- Instructing over [5000] students in using visuals, games and textbooks to improve writing, speaking and reading skills.

Education

Master of Art : Art Of Online Curriculum And Instructional Design- HBMSU / 2014 – Dubai - UAE

Professional Development Studies: Certified Microsoft Innovative Educator/ 2015 – MIE – Online

MOE Teachers Training Center – Microsoft Education Community - 2015 – Ajman - UAE

International Business Administration Diploma - International Arab Academy of Training and Development - 2010 – Sharjah - UAE

Bachelor English Language - Teaching Methodologies - United Arab Emirates University – 1996 – Al Ain - UAE

Accomplishments

Publications

1. “The effect of flipped classroom on shifting the willingness of practicing and acquiring English language. UAE perspective” (2017- HBMSU Journal)
2. “Facilitating Visualization and Conceptualization in Essay Writing Through Using Inspiration Software” (2014- HBMSU Journal)
3. “Managing Systems Approach To Develop Efficient and Effective Virtual Learning Environments” (2024- HBMSU Journal)
4. “Reshaping Educational Curricula In higher Academic Institutions” (2024- Al Wasel University Journal : <https://doi.org/10.47798/awuj.2024.i69.10>)
5. “Reconstructing teaching and learning methodologies in the AI era: a study of higher education in the UAE” (2026- IJIRMF: ICCDMP-2026-Publications-IJIRMF.pdf)

Forthcoming

- “AI and Generative AI authenticity in Higher Education Institutes” 2026

Positions held

Lecturer	Accreditation team Coordinator
A member of academic and scientific council	Teaching and Learning Supervisor
Training Center Manager	MIE Trainer Expert
Instructor and Courses Designer	Trainer and workshops designer
Online assessment Coordinator	Instructional designer

Academic Course Taught	2005-2026
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Strategic Planning	Family Resource Management
Educational Leadership	Human Relationship Principles
Organizational Behaviour	Administration Principles
Instructional System Design	University Study Skills
Strategic Introduction to Creativity and Innovation	General English
Graduation Project	English for Special Purposes
Finance Management Principles	Community Institutes Management
Establishing Small Projects	Services Marketing

Conducted Training Sessions (practicum)	full time-2017-2024
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Empowering Educators with 21st-Century Teaching Strategies	“Quality assurance standards.”
Teacher’s Training for Six Mandatory for Professional Development	“Microsoft World- Microsoft Innovative Educator”
“Systems approach in higher educational institutes”	“Common European Framework of References”
“Theories of Online Pedagogies “	“Online assessment standards and design”
“Creativity and Innovation”	“Googles (docs- my drive – form)”
“Teaching online courses”	“Online Instructional Design”
	“Flipped classroom – method of learning”

“Teaching methodology for undergraduate students”
“Principles for a successful meeting”
“The Scientific research- method and procedure.”

“Parenting “
“IELTS and TOFEL and CEFR – International exams
“21st-century skills”
“Speak in English”

Applications implementation

AI applications Moodle - LMS - Coursesites.com - et school support and Inspiration software - Googles/MS – Prize - Diigo.co - Ahaa.com - Doodly.com - Canva.com – Camtasia - Microsoft – MIE Trainer Expert

Languages

Arabic: professional

English: professional

Professional References

Name	School	Job Title	Contact Email	Tel
Prof. Khalifa Al Shaali	UCMOTHER University	Dean	kalshaali@gmail.com	00971506226515
Prof. Ibrahim Gherfal	Ajman University	Dean	drgherfa@hotmail.com	00971504627081
Prof. Mohmmmed Mehdy	UCMOTHER University	ASS. Dean	mohmed_mehdi@hotmail.com	0097150519 9379