

ABDULLAH HUSSEIN AL-MIMI

DOHA, QATAR

**Nationality:** Jordanian

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| Objective |

Dedicated pursuing career that enhance my professional and personal skills.

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| Education |

Bachelor’s Degree in special education (Educational Science Faculty)

**(1993** – 1997 – Jordan University)**.**

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| Professional Experience |

* **Programs and Activities Specialist :( Shafallah Centre -Best Buddies Program / 2014 -present)**

**Essential Duties and Responsibilities:**

* **Senior Trainer: (Shafallah Centre/ 2009 – 2014).**

**Essential Duties and Responsibilities:**

* Train S.E teachers dealing with different kinds of disabilities such as (intellectual and developmental disabilities, ASD, CP and Down syndrome).
* Identify the training needs for S.E teachers throughout classroom observations and training follow-up based on continuous assessment as well as holding meetings with teachers.
* Implement comprehensive training programmes based on special education (S.E) teachers’ needs to support and develop their abilities.
* Cooperate with Educational Units Supervisors to train and develop S.E teachers.
* Prepare “Training Needs” forms to assess the S.E teachers’ needs throughout implementing training plans.
* Train the new S.E teachers by conducting workshops to expand and develop their technical and professional abilities.
* Carry out individual and group training sessions.
* Provide the Professional Development Department with creative suggestions to help S.E teachers to do their jobs in the best way.
* Develop Shafallah Centre objectives.
* Conduct training lectures and workshops inside and outside Shafallah Centre using the latest technology and the best practices in training.
* Search and prepare appropriate curricula for students with special needs (intellectual and developmental disabilities and Autism).
* Prepare and work on research, projects, and training materials that S.E teachers may need.
* Encourage and help S.E teachers to be more self-educated and improve their own professional skills.
* Carry out programmes to increase community awareness of disability, such as giving lectures and conducting workshops in schools, universities, and other government organizations.
* Prepare annual and periodical reports as and when requested.
* Train both parents of young children with ASD and teachers using “**ESDM” (**Early Start Denver Model).
* Train both parents of young children and teachers using “**“Portage”** Programme.
* **Early Intervention Unit Supervisor (Shafallah Centre/ 2001-2009)**

**Essential Duties and Responsibilities:**

* Supervise children IEPs with the team members.
* Supervise and evaluate teachers’ performance.
* Supervise special education teachers and provide them with the necessary directions and assistance to improve their professional skills.
* Work cooperatively with IEP team members to resolve issues and ensure the effective and efficient provision of special education programmes and services.
* Communicate frequently and clearly with parents and care givers to resolve problems and respond to parental requests for information or assistance in a timely fashion.
* Participate in the coordination of parental activities, including committees and parent meetings.
* Attend and manage IEP meetings to resolve issues and insure the appropriate development and implementation of programmes and services.
* Assist in the coordination of activities between Special Services Personnel and the school-based Intervention and Referral services team to ensure effective general education interventions.
* Supervision **“Portage”** Programme.
* Using and implementing **“Montessori”** program and its strategies in classroom settings.
* **Special Education Specialist (Shafallah Centre- Early Intervention Unit / 1999-2001)**
* **Special Education teacher (K.S.A – Ministry of Education / 1998-1999) working with multi-disabilities, and Down Syndrome).**

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| Professional Skills |

* Ability to prepare and conduct training lectures and workshops.
* Ability to follow and assess training programmes.
* Aware of the strategies and psychology of adults.
* Good at social communication and leading skills.
* Maintain positive relationships with the administration, parents, other staff and students.

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| Other Skills |

**Administration:** Hands-on administrative experience in demanding office environments.

**Computer Proficiency:** Applications including (Microsoft Word, Excel, Internet, Outlook, and Access).

**Languages:**

**Arabic: (**Mother Language),

**English:** (Very Good at both speaking and writing).

**Problem Solver**: Respond rapidly to changing circumstances; effective advocacy skills.

**Resourceful:** Skilled in activity planning, task management and project follow up.

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| Workshops, Training, Lectures, & Conferences Attended |

* Behaviour Modification for (ASD).
* Mental Retardation (Intellectual disability).
* Special Education and Family Support Services, Kennedy Krieger Institute.
* Makaton Program for vocabulary development.
* Special Education.
* How to Be Effective.
* Assessment in Special Education.
* Behaviour Analysis and Modification.
* Therapy Based on Play and Music.
* Portage Program.
* Healthy Nutrition for Chronic Diseases.
* Problem Solving in Team Member.
* Adapted Physical Education.
* Time Management.
* Vocational Training.
* Early Intervention (Challenges and Ambitions).
* Change Management.
* Professional Development for special education Supervisors (personnel).
* Applying the Battery of Perception Tests and Basic Skills Diagnosis (Brigance).
* Leadership Training.
* Ellis Academic.
* “TEACCH” Program.
* Picture Exchange Communication System (P.E.C.S).
* Board Maker Program.
* Classroom Management
* Visual Support.
* Classroom Instruction.
* IEP Meeting.
* IEP and Transition Plan.
* The Quality in Special Education.
* Vineland Scales of Adaptive Behaviour.
* Employment Performance Evaluation.
* Rehabilitating Training Coordinators and Analysts and Following Training during Work.
* **And several (workshops, trainings, lectures) as a presenter or senior trainer.**

**(All Certificates and documents are available upon request).**