

Kholoud Mohammad Al-Haddad

Email: Khulood.alhaddad@gmail.com

Tel: 00966506640644

CORE COMPETENCIES

- Outstanding ability to think creatively and strategically
- Talented in working with a wide range of personalities
- Excellent written and verbal communication skills
- Capacity to work independently or with a team
- Highly energetic, highly motivated, with a take-charge attitude

EDUCATION

Certification of Disability Management Commission | United States

2016 / Associate Disability Management Specialist, ADMS

Dar Al Hekma College | Jeddah, Saudi Arabia

2004 - 2008 / Bachelor of Science Degree in Special Education

EXPERIENCE

2014-present / Project Manager & Disability Consultant / Qaderoon - Business Disability Network / Jeddah, Saudi Arabia

- Overseeing the planning and implementation of the national Induction/Certification Project on disability confidence.
- Managing the quality and improvements of the Induction/Certification Project.
- Planning, organizing, and monitoring staff training to develop Disability Expertise.
- Overseeing the development of case studies among KSA giant private companies.
- Providing direct consulting services to employers and PwD's.
- Train clients on the certification process.

2013-2014 / Project Specialist / Stellar Group / Jeddah, Saudi Arabia

- Responsible for the management and coordination of the first Early Childhood Education Forum under the patronage of the Minister of Education.
- Coordinate any projects requested by the management

2012-2013 / Teaching Assistant at the Special Education Program / Dar Al-Hekma College/ Jeddah, Saudi Arabia

- Provide a comprehensive assistance to instructor and students in the classroom and outside the class.

- Assist in planning and developing course assignments
- Design and develop instructional activities for different class topics

2011-2012 / Youth Ambassadors Program / Dar Al-Hekma College/ Jeddah, Saudi Arabia

Founder and facilitator, Dar Al-Hekma College | Jeddah, Saudi Arabia

- Designed a leadership and character building comprehensive program for ages 10 to 18
- The aim of the program is to offer an opportunity to students to acquire some skills that are not attained in the general classrooms

2010-2012/ DAH Gifted Club / Dar Al-Hekma College/ Jeddah, Saudi Arabia

Founder and advisor, Dar Al-Hekma College | Jeddah, Saudi Arabia

- Facilitated the process and project plan for the 2nd and 3rd MOHE Scientific Conference. Around 2500 students participated from 41 universities around the kingdom and 159 participated under the documentary category, 85 of them were nominated and DAH won the first place among the 15 finalists.
- Organized a lecture on Intellectual Property in collaboration with KASCT at DAH.

2009-2013 / Coordinator – Institutional Advancement Division / Dar Al-Hekma College / Jeddah, Saudi Arabia

- Prepare responses to correspondences containing routine inquiries which includes emails, memos, letters, recommendation letters and other documents, using Word processing, Excel, and PowerPoint presentation
- Conduct research, compile data, and prepare requested documents and presentations for the Vice Dean
- Assist in translation, when requested

Summer 2010 / Trainer – Leadership Program / Dar Al Hekma College / Jeddah, Saudi Arabia

- Facilitated and trained more than 35 students ages between 9 to 12 on character building skills which is a program developed earlier as my graduation project

Summer 2009 / Enrichment Program Coordinator / King Abdulaziz and his Companions Foundation for Giftedness and Creativity – Summer Programs, Jeddah

- Facilitated and presented several workshops on creative problem solving for the Gifted as well as Leadership and Giftedness

2008-2009 / Administrative Assistant/Event Management Coordinator/ Dar Al-Hekma College / Jeddah, Saudi Arabia

- Prepared responses to correspondences containing routine inquiries which includes emails, memos, letters, recommendation letters and other documents, using Word processing, Excel, and PowerPoint presentation
- Conducted research, compile data, and prepare requested documents and presentations for the Vice Dean
- Assisted in translation, when requested

Summer 2008 / Public Relation & Media Coordinator /King Abdulaziz and his Companions Foundation for Giftedness and Creativity – Summer Programs, Jeddah

- Developed and distributed releases to the full range of media agents including national and regional TV, radio and print.

- Coordinated the development, production and distribution of an electronic magazine on the Gifted Program

2007-2008 / Be Smart Coordinator / Little Smarties Center /Jeddah, Saudi Arabia

- Designed a program called “Be Smart” to nurture children's abilities through enrichment activities
- Developed reports on cognitive, linguistic, and social-emotional abilities of children based on standardized test.

Summer 2007 / Teacher / Al-Fursan Institution / Jeddah, Saudi Arabia

- Worked as a teacher of English as a second language through creative strategies.

Summer 2007 / Freelance Journalist / Jeddah Economic Forum / Jeddah, Saudi Arabia

- Covered and published JEF events in English.

Summer 2006 / Freelance Journalist / The Regional Conference for Giftedness/ Jeddah, Saudi Arabia

- Interpreted and edited conference events.

Summer 2006 / Trained Journalist / Al-Madina Newspaper/ Jeddah, Saudi Arabia

- Successfully completed a comprehensive training program and published many articles.

2004-2005 / Contributing Journalist / ARAMCO magazine

2004-2005 / Assistant Librarian / Dar Al-Hekma College Library / Jeddah, Saudi Arabia

- Assisted librarians in categorizing, bar-coding, and labeling books.

WORKSHOPS/TRAINING/WEBINARS

2016 | Sign Language Interpretation Course, KSA.

2016 | Digital Accessibility, University of Southampton.

2016 | Goal Setting and Action Planning, Zahid Learning Center, KSA

2016 | Mastering Supervisory Success, Zahid Learning Center, KSA

2016 | Inclusive Recruitment and Retention Practices, Rehab Group, KSA

2016 | Interaction Skills with Persons with Disabilities, KSA.

2016 | Train the Trainer Program on Mowaamah Certification Induction, Business Disability Forum, UK

2016 | Preparation of Persons with Visual Impairments to the Labor Market, Hrfia, KSA

2016 | Your Path to Powerful Presentations, MILE, KSA

2016 | Learn to develop Peak Performance Habits, MILE, KSA

2016 | Accommodating Employees with Learning Disabilities, Job Accommodation Network, USA

2016 | Accommodations for Addressing Safety in the Workplace, Job Accommodation Network, USA

2015 | Barrier Free Recruitment, Business Disability Forum, UK

2015 | KSA Disability Confidence Certification Training Program, Business Disability Forum, UK

2015 | Accessibility Assessment Workshop, Almodon Consultancy, KSA

2015 | Disability Awareness and Support Course - University of Pittsburgh

2015 | Employing Persons with Disabilities: A Business Perspective, Rehabilitation Research & Training Center, Virginia Commonwealth University, USA.

2014 | Make the Strategic Case -for Disability in the Workplace, Cornell University, USA

2012 | Acquired training in Photoshop, Microsoft Project, and Business Writing and Office Etiquette

2010 | Acquired a comprehensive training in Project Management

2009 | Acquired trainings the Art of Living, Giftedness and Creativity Forum and also participated in Al Ghad Forum as well as the Higher Education and Giftedness Forum.

2008 | Acquired training in Business Writing and attended the First Knowledge Economy Conference

2007 | Participated in the "Personal & Professional Positioning in Career Marketing" workshop as well as "Train the Trainee" at Dar Al-Hekma. Also attended "Educational materials and how to create them" & participated in the Second Annual Exhibition of Educational Material at Dar Al-Hekma

2005 | Attended the "Unleashing the Power Within" workshop at Dar Al-Hekma training also acquired two courses in "1,2,3 Magic Techniques for Teachers & Parents of ADD/ADHD Students" at Dar Al-Hekma & "MAKTON" for children with communication problems at the Help Center.

ACHIEVEMENTS/ACTIVITIES

2016 | Trained around 20 companies around Saudi Arabia on certification system

2013 | Awarded the Employee Outstanding Performance of the Year.

2012 | Awarded the Employee Outstanding Performance of the Year.

2007 | Participated in DAH-Harvard Joint Project to build houses for the needy families (Habitat for humanity).

2007 | Discussed a paper about "Literature for the Gifted" as the youngest speaker in the conference with a research the first of its kind, at Jeddah Hilton.

2007 | Presented a workshop "Destroy your fear from English" at Al-Fursan Institution

2007 | Elected as the Vice President Membership for DAH TOASTMASTER INTERNATIONAL CLUB.

2006 | Elected as the vice president of Student Government.

2006 | Formed a workshop about "How to be an Effective Leader" in KAAU.

2006 | Joined the "Soliya Connect Program" for connecting tomorrow's global leaders.

2005 | Volunteered in organizing the international concert of Al-Ain channel.

2005 | Participated in the International Exceptional Day for Exceptional Children

Others:

- Won first place in the regional writing contest in Jeddah.
- Achieved first place in the poetry competition in Darat Safia Museum for two consecutive years.
- Presented many speeches for business men & companies, such as; Prince Abdulmajeed Bin Abdulaziz, ARAMCO oil company.
- Been invited by Orbit, Jeddah, and Saudi channels.

REFERENCES Furnished upon request