

CAREER PROFILE

OBJECTIVE

An electrical engineer and astute educator with 18+ years of impressive track record in specific proficiency in the fields of teaching and academic development, as well as spearheading laboratory operations for electrical systems, seeking a challenging position with a dynamic organization to utilize accrued skills towards encouraging and ensuring a positive learning experience and achievement of organizational objectives.

SKILLS

- Lesson Planning, Curriculum Formulation, Exam Coaching & Student Mentoring, Learning Innovation.
 - Exam Strategies & Personalized Guidance, Standardizing Policies & Procedures, Test Preparation.
 - Demonstration of Experiments, Student Motivation, Group Dynamics, Performance Review.
 - Laboratory Management, Laboratory Set Up, Lab Supervision, Lab Equipment Maintenance.
 - Lab Equipment Stock, High-end Training, Course & Courseware Designing.
 - Lab Manual Development, Course Assessment, ABET Curriculum Assessment.
 - Report Generation, Time Management, Planning and Implementation.
 - Team Management, Motivational Skills, Interpersonal & Communication Skills.
 - Analytical Skills, Ability to Work Under Pressure, Decision Making & Problem Solving Skills.
 - Matlab and Simulink, Labview Software Programs, C++.
 - PLC Programming using Function Block Diagram, Ladder Diagram, Sequential Function Chart.
 - Multisim, PSpice OrCAD, LTSpice, Circuit Maker, Verilog HDL and FPGAS.
 - MS Office Applications and Internet Usage.
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CAREER HIGHLIGHTS

- Promoted from Instructor to Lecturer starting from September 2018.
 - Demonstrated excellent capability in handling various tasks, including course and lab development and delivery, teaching – in both courses and labs, and services.
 - Received highly favorable student feedback evaluations. And **Received the 2018 CoE Teaching Award at ALFAISAL University.**
 - Has overseen the management of the internship assignments for both the department and the College for more than three years with consistently professional and yielding administration.
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PROFESSIONAL EXPERIENCE

Adjunct Lecturer

Alfaisal University, Kingdom of Saudi Arabia

Taught the following courses as an Adjunct Lecturer:

EE 307 Computer Architecture (3 credits)	summer 2018
EE 390 Electrical Engineering Summer Internship (1.5 credits)	summer 2018
EE 301 Signals and Systems (3 credits)	fall 2017
Electrical Engineering track, Mawhiba Enrichment Program	summer 2017
EE 390 Electrical Engineering Summer Internship (1.5 credits)	summer 2017
EE 390 Electrical Engineering Summer Internship (1.5 credits)	summer 2016
EE 207 Foundation of Electrical Circuits (4 credits)	fall 2016
EE 207 Foundation of Electrical Circuits (4 credits)	summer 2015
EE 390 Electrical Engineering Summer Internship (1.5 credits)	summer 2015
ME 306 Instrumentation and Control (4 credits)	spring 2015
EE 207 Foundation of Electrical Circuits (4 credits)	summer 2014
EE 390 Electrical Engineering Summer Internship (1.5 credits)	summer 2014

Lecturer

September 2013 - Present

Laboratory Instructor

January 2013 – August 2018

Alfaisal University, Kingdom of Saudi Arabia

<http://faculty.alfaisal.edu/aboutmatar/>

Alfaisal University is a student-centered university which creates and disseminates knowledge through world-class undergraduate and graduate education programs.

Key Responsibilities:

- Responsible for preparing and conducting tutorials and lab sessions on the following courses: (EE 202: Introduction to Electronics, EE 207: Foundations of Electrical Engineering, EE210: Digital Logic Systems, EE 306: Control and Feedback System Design, EE 307: Computer Architecture, EE 308: Electrical Energy Conversion, EE 417: Digital Signal Processing, EE 426: Renewable Energy, EE 428 - Modern Control Theory).
- Responsible for preparing and conducting lab sessions on the following Lab courses: (EE 202 L: Introduction to Electronics Lab, EE 207L : Foundations of Electrical Engineering Lab, EE210 L: Digital Logic Systems Lab, EE 306 L: Control and Feedback System Design Lab, EE 307 L: Computer Architecture Lab, EE 308 L: Electrical Energy Conversion Lab, EE 417 L: Digital Signal Processing Lab, EE 426 L: Renewable Energy Lab.
- Monitoring supply of lab equipment and facilitated replenishment of available stock to enable uninterrupted flow of lab materials.
- Responsible for inventory of the EE labs supplies and their equipment.
- Preparing laboratory specimens for instructional use in the lab.
- Providing support and training to new lab instructors and technicians.
- Preparing and grading homework assignments, quizzes and exams.
- Serving in departmental, college and university-wide committees: Internship Committee, Assessment & Continuous Improvement Committee, Laboratories and Facilities Committee, Recruitment Committee, Scheduling Committee, Library Committee and Social and Public Seminar Committee.
- Helping students on academic planning, internship and other needs.
- Communicate with potential universities and companies locally and internationally for securing internship positions for CoE students.
- Preparing internship package which includes all information needed by the interns and the potential employee.
- Meeting with interns for orientation and information sessions.
- Arranging on-campus interviews between prospective employers and students.
- Organizing college seminars, workshops, and symposia.
- Promoting project competition activities in the college and following up on submitted projects and check their final status.
- Providing support on all curriculum related issues in the department.
- Reviewing assessment/department course files and providing input for improvement.
- Preparing program assessment documents as needed by the Assessment & Continuous Improvement Committee.
- Developing and revising Major Program Learning Outcomes.
- Preparing laboratory manuals.
- Adopting textbooks for offered courses in coordination with faculty members concerned.
- Assisting in planning, preparing specification, procurement, and installing equipment in EE labs.
- Conducting research related to the academic program of the department and involving undergraduate students with the research.
- Conducting class self-learning workshops and assignments. Encouraging student discussion while solving the assigned problems and projects.
- Carrying out library-related tasks, acquiring reference books, technical periodicals, educational aids.

Customer Service Engineer

March 2012 - January 2013

E. Power & Services s.a.l. Engineering Department. Bakaata El Chouf, Lebanon.

Was representing the company in Aley Electricity Division and handling utility management responsibilities:

Key Responsibilities:

- Responsible for staff performance assessment including technical staff, administrative staff as well as man power hired by the Owner for meter reading and bill collection activities.
- Responsible for the activity of refurbish all office space as needed, and provide all office equipment, including but not limited to, furniture, electronics, computer hardware and software, communications/internet networks and accessories necessary to perform the tasks in the utility.
- Responded to daily customer related operational requests: LV connection request, MV connection request and Power Disconnection / Reconnection.
- Managed and analyzed all customer complaints through the Call Center and Coordinated with the maintenance teams to perform the necessary works to repair the faulted system or equipment or sections of the electricity distribution system and supply network.
- Monitored all meter reading activities for MV and LV meters as well as bill collection activities.

Academic Assistant
Graduate Teaching Assistant
UAE University, United Arab Emirates

September 2003 - August 2010

September 2010 - August 2011

The Organization is one of the leading educational institutions in the region with significant research and community services.

Highlight:

- Accredited with appreciations letters for commendable performance in teaching arena.

Key Responsibilities

- Proposed and designed quality training content for customized courses developed teaching methodologies to suit average aptitude level of students in the class.
- Provided tutorial sessions and problem solving sessions in areas of Electric Circuits I, Engineering Electromagnetic, Electric Circuits II, Signals & Systems, Computer Programming, Microprocessors, Electric Energy Conversion, Control Systems, Fund of Communication Systems, Power Systems, Digital Control, Digital Signal Processing, Industrial Automation and Power Electronics.
- Provided technical supervision of Electric, Electronic, Communication, Computer, Power, Machines and Instrumentation and Control Laboratories. Coordinated lab operations, restructured the labs including updating all H/W and S/W equipment.
- Tutored students on laboratory courses including electric circuits I lab, Digital Logic Design Lab, Microprocessors Lab, Instrumentation and Control Lab, Electric Energy Conversion Lab, Communication Systems Lab and Digital Signal Processing Lab.
- Delegated assignments and projects to the students and supervised the timely completion of the same.
- Obtained feedback, designed training schedules, evaluated students' comprehension and interests through feedback, quizzes and questions, maintained teaching records and a database of course content.
- Assisted with grading, assessed and submitted final course grades and responded to inquiries and issues pertaining to grades.
- Designed midterm/final exams, composed progress reports for students, communicated effectively with students, ascertained deficiencies and recommended apposite measures to negate identified deviations from achievement.
- Exhibited adeptness in devising plans and employing appropriate evaluation and assessment tools at various stages in the learning process.
- Helped students on their academic planning, discussed and process student petitions.
- Analyzed learners' needs, recommended appropriate measures/strategies to suit students' aptitude level and assisted learners to achieve their learning objectives and become more independent in their learning.
- Served as exam supervisor, organized field trips as well as offered academic support to students outside of class, clarified doubts that may crop up in or out of course of an examination cycle or pertinent to daily lessons taught.
- Participated in college conferences and seminars. Attended meetings on the both departmental and college levels.
- Demonstrated experiments and S/W to students, organized assignments, competitions, courses, additional tutorial work and assessed students' learning levels.

- Identified & analyzed students' requirements and competencies, tailored teaching methodologies to maximize students' comprehension and learning experience.
 - Monitored and generated reports for students and instructors' time tables, academic plans, final examination plans and all supportive administrative activities.
 - Participated in reviewing Electrical Engineering Curriculum and approving new courses as well as changes in existing courses.
 - Developed course structure in line with syllabi and in consultation with management and senior faculty members to meet long term institutional objectives.
 - Formulated lab manuals and/or written handouts about each experiment/exercise with emphasis on safety, equipment preparation, problems potentially encountered during the experiment and data analysis.
 - Reviewed and innovated processes and execution methodologies to ensure all students attain international standards of compatibility.
 - Served in departmental, college and university-wide committee membership: curriculum committee, student advising committee, lab development committee, student recruitment committee, scheduling committee and events organization committee.
 - Efficiently interfaced with subject specialists and teaching assistants, demonstrated ability to work in various situations as well as across diverse cultures and organizational boundaries.
 - Assisted faculty members with their research and projects in compliance with latest research trends.
 - Ensured a highly conducive atmosphere for learning through guiding class discussions and encouraging healthy competitions.
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IT Professional**March 2001 - August 2003****Aldallal Net Ltd, Technical Department. Dubai, UAE.****Key Responsibilities:**

- Responsible for the management and maintenance of (www.aldallal.net) and now (www.godubai.com) and (www.insitesonline.com) web sites based on ASP Technology and Microsoft SQL Server 7.0 as the Back End.
 - Designed and implemented complete new project for AL HADATH news paper in Kuwait based on ASP Technology and Microsoft SQL Server 7.0 as the Back End. The project is completely in Arabic language covering all sections of the newspaper with daily poll section and discussion forums.
 - Modified and added new pages to the existing aldalla.net site depending on Marketing department suggestions using Microsoft Visual InterDev 6.0 and Microsoft Front page.
 - Designed and implemented new HTML pages for the new projects of the site (e- commerce project and webmail project).
 - Was actively involved in the development of the new e-commerce project which was developed using JSP technology and ORACLE 8i DATA BASE as the Back End.
 - Other key responsibilities: Conducted Al Yousef Company to complete testing the new project (especially Arabic part).
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Research Assistant**April 2000 - April 2001****UAE University, United Arab Emirates**

The Organization is one of the leading educational institutions in the region with significant research and community services.

Temporary job (One Year Contract) direct after graduation to work in the funded project 3D Microfabrication using Electrochemical Deposition

Key Responsibilities as Research Assistant:

- Analyzed various aspects of the research, visited industrial areas, performed suppliers' market research and efficiently enabled smooth delivery of all activities within the stipulated time/budget.
 - Successfully designed VIs on LabVIEW software that implements hardware instruments through data acquisition.
 - Undertook intensive work utilizing MATLAB, C and FORTRAN that aided in simulation of different aspects of the project.
 - Coordinated with suppliers in the fields of chemicals, electronics, and academic labs thereby ensuring uninterrupted availability of materials at reasonable prices.
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EDUCATION**UAE University, United Arab Emirates****Jan 2012**

Master's Degree in Electrical Engineering GPA: 3.75

Completed Core Modules:

- Applied Numerical and Statistical Methods
- Linear Systems
- Advanced Digital Signal Processing

Completed Elective Modules:

- Power Systems Modeling & Control
- Artificial Neural Networks
- Digital System Designs and Practices Using Virology HDL and FPGAS
- Fault-Tolerant Control Systems Design and Practical Applications
- Detection and Estimation Theory

Thesis Title:

- Robust Transmission of Images Based on JPEG2000 Using Edge Information.

https://scholarworks.uaeu.ac.ae/cgi/viewcontent.cgi?article=1560&context=all_theses

Publications:

- Amjad Bou Matar, Qurban Memon, "Error Concealment of Noisy JPEG2000 Coded Images using Edge Information", Submitted to The 8th International Wireless Communications & Mobile Computing Conference, Limassol, CYPRUS, 2012.

<https://pdfs.semanticscholar.org/f28d/06adecbe1b70b0decee12f586adff26a49e4.pdf>

UAE University, United Arab Emirates**June 1999**

Bachelor's Degree in Electrical Engineering

GPA: 3.61

Industrial Training Course at Al - Ain Power Station

Graduation Project:

- Motion Control of a Planar Parallel Link Robot Using MATLAB and C

Other Professional Courses:

- Mar '18-19: Course Report and Field Experience Report, Education Evaluation Commission, KSA
- Mar '15: Academic Advising, Quality Assurance and Accreditation Unit, Alfaisal Univ, KSA
- Feb '18: Course Report Step-by-Step, Quality Assurance and Accreditation Unit, Alfaisal Univ, KSA
- Nov '17: Course Specifications, Quality Assurance and Accreditation Unit, Alfaisal Univ, KSA
- Nov '17: Train the Trainer Workshop, Quality Assurance and Accreditation Unit, Alfaisal Univ, KSA
- Apr '17: IBM Business Process Analyst (one week), IBM, Alfaisal Univ, KSA
- May '17: Self-Evaluation Scales completion Workshops (for one week), Quality Assurance and Accreditation Unit, Alfaisal Univ, KSA
- Nov '16: Achievement Test Workshop, Quality Assurance and Accreditation Unit, Alfaisal Univ, KSA
- Dec '14: Applying Adult Learning Principles in Training of Trainers, Midwest Education Group, Riyadh, KSA
- May '13: NI training on Compact RIO Hands-on, Lebanese University, Hadath, Lebanon
- May '13: NI training on Multisim and Ultiboard Hands-on, Lebanese University, Hadath, Lebanon
- May '13: NI training on USRP Hands-on, Lebanese University, Hadath, Lebanon
- May '13: NI training on ELVIS and Add-on boards Hands-on, Lebanese University, Hadath, Lebanon
- May '13: NI training on Sensor Measurements Hands-on, Lebanese University, Hadath, Lebanon
- Mar '13: NI training on QNET DC Motor Control Trainer for NI ELVIS, Al Faisal University, Riyadh, KSA
- Mar '13: NI training on QNET Rotary Inverted Pendulum Trainer for NI ELVIS, Al Faisal University, Riyadh, KSA
- Aug '02: Advanced Selling Skills, Brain Power Center, Dubai, UAE
- Sep '02 - Nov '02: JAVA Programming and JSP, Aldallal Net Ltd, Dubai, UAE
 - Core Modules: Classes: Applets, Applications, JDK, JDBC, Servlets, JSP and Java Beans.
- Jul '00: CGI Programming (PERL) with Oracle & Active Server Pages, American Technical Academy, Sharjah, UAE
 - Enabling the applications to develop elegant Web based, Real Time, Client-Server business applications
- May '00: Web Development and Publishing, American Technical Academy, Sharjah, UAE
 - Core Modules: HTML, JavaScript, VBScript Applications, JAVA Applets, Front Page, Macromedia Flash, Web Server Installation and Configuration, Web Hosting and Web Marketing
- May '00: E-Commerce Certificate (C.B.T), Compute Institute, Dubai, UAE
 - Understanding of the framework of e-commerce, security considerations, consumer payment protocols, business-to-business infrastructures and developments in the banking and finance e-commerce area
- Mar '00: Oracle SQL & SQL* Plus, UAE University, Al-Ain, UAE
- Dec '99: How to Start and Run a Business, Brain Power Institute, Dubai, UAE

PERSONAL INFORMATION

AMJAD BOU MATAR

KSA – Riyadh

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Birth Date : 22 November 1976
Gender : Male
Nationality : Lebanon
Residence Location : Riyadh, KSA
Marital Status : Married
Languages Known : Arabic, Native. English, IELTS score of 7.5
References : Available upon request