**Resume**

**Personal Information:**

Name: Maha Saeed Al-Zailai

Birth Day: Dec 4, 1985

Marital Status: Married

Nationality: Saudi

Address: Riyadh, Exit 5

Telephone: 00966 (01) 8052445

Email: malzailai@ksu.edu.sa

**I. Academic Achievement:**

Bachelors in International Business Administration , GPA : 4.02/ King Abdul-Aziz

University 07

**II. Work Experience:**

 June, 2006

Position: Trainee in Costumer Serves

CO./ Institution: The National Commercial Bank, Jeddah

 October, 2008 – April 2011

Position: TA in King Khalid University (The community College for Girls)

Responsibilities:

1-Taught Communication Skills, business administration and Career ethics.

2- Member of the Discipline Board.

 April 2011-Now

Position: TA in King Saud University ( College of Business Administration )

**Responsibilities:**

1. Head of the Unit of Student Clubs.

2- Member of the registration committee.

3- Member of the Quality committee.

4 .Member of the Accreditation committee.

5.Memmber in the Graduates committee .

6. Prof assistant with :

- Dr. Randa Al-Yafi.

**III. Qualifications:**

-SPSS2004, at King Abdul-Aziz University.

-Internet 2005, at King Abdul-Aziz University.

-Excel 2005, at King Abdul-Aziz University.

- Program in Developing Scientific Research Skills for Academic Staff Members in Saudi University 18-19/4/2009, King Khalid University .

- Program in Assessment of Learning Outcomes 25-26/12/2013,King Saud University.

- Program in Micro Teaching 2/1/2014, King Saud University.

**Workshops in Quality semester 1 of 2014-2015 , King Saud University**:-

1-The CBA Mission Awareness.

2-Scope of AACSB Accreditation / AQ & PQ Faculty Members .

3- Intellectual Contribution Profile of Faculty Members.

4- Advanced Assurance of Learning –Closing the Loop.

5- AACSB-2003 Standers and Faculty Members Role in Accreditation .

6- Analysis of Course Report .

7- AACSB Workshop of Teaching Effectiveness /Student Engagement.

**Workshops in Quality semester 2 of 2014-2015 , King Saud University:**

1-Direction to do Research & Publication .

2- Student Engagement : Follow -Up .

3- Writing Effective Course Report .

4- Still Assurance of Learning .

5- Teaching Effectiveness.

6- Building Rubrics .