

Curriculum Vitae

Personal Information

Sylvia Mashni Mousa

Date of Birth: 6 . April 1964

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Education

Master's Degree in Education, Administrative Education
Birzeit University **2007- 2010**

Bachelor Degree in Elementary Education
Al-Quds Open University **1999-2004**

Certificate of Proficiency in Childcare Development,
Regional Occupational Program
Contra Costa Superintendent of Schools, California, USA **1989-1990**

Diploma in Secretarial and Managerial Expertise,
Young Women's Christian Association (YMCA), Jerusalem, Palestine **1984-1985**

High School Certificate -Tawjihi: 83.6%
Literature Stream
The Catholic School of Our Lady Annunciation, Ramallah **1982**

Work Experience

Administrative Assistant at the Office of the Dean of Education Faculty of Education Birzeit University Birzeit, Ramallah, Palestine	2010 – Present
Guest Speaker/ lecturer for college students specializing in Education Al-Tireh UNRWA College Ramallah, Palestine	2006 - 2009
Kindergarten Principle The Catholic School of Our Lady Annunciation Ramallah, Palestine	2003 – 2007
Kindergarten English Teacher The Catholic School of Our Lady Annunciation Ramallah, Palestine	2001- 2003
Kindergarten Teacher The Evangelical School Ramallah, Palestine	1989 -1998
Elementary Teacher for Sciences and Social Science The Catholic School of Our Lady Annunciation Ramallah, Palestine	1984 – 1987

Trainings and Workshops

Social Media Workshop	2016
Microsoft Office 2010: Word, Excel and Outlook Workshop	2013
Introduction to University Teaching course	2013
Ministry of Education & Higher Education, Participated in a workshop "Preparation of Kindergarten Annual Plans." I helped develop a model for the kindergarten annual planning process. The model plan was distributed to Kindergarten teachers throughout the Palestinian Territory.	2006

Unpublished Research and Work

- The Reality of Birzeit University Library Utilization from the Perspective of University Students, Faculty, and Library Employees. (2010). Birzeit University, Birzeit – Palestine.
- The Impact of the Service Teacher Training Upon Preschool Teachers' Ability in Planning and Implementation. (2009). Birzeit University, Birzeit – Palestine.
- Curriculum Development of a Unit for the Seventh Grade: A Balanced Diet and Palestinian Traditions. (2009). Birzeit University, Birzeit Palestine.
- Strategic Planning Model for a School in the Palestinian Context. (2009). Birzeit University, Birzeit – Palestine.
- Research in Modern Educational Approaches in Diagnosing Learning Disabilities. (2009). Birzeit University, Birzeit – Palestine.
- The Effect of a School Principal's Character on Teachers and Students. (2009). Birzeit University, Birzeit Palestine.

- Application of Clinical Leadership Method in Mathematics Classes. (2009). Birzeit University, Birzeit Palestine.
- Transformational Leadership: The Most Effective Method of Leadership. (2008). Birzeit University, Birzeit Palestine.
- Reasons for Aggressiveness among Preschool Children. (2008). Birzeit University, Birzeit Palestine.

Skills And Qualifications

- Excellent communication skills
- Leadership skills
- Presentation skills
- Organizing skills
- High creativity
- Fast adaptation to change
- Quick learner
- Ability to work under stress
- Detail oriented
- Willingness and eagerness to learn.

Computer Skills

- Internet literacy: Very Good.

- Microsoft (Word, Excel, PowerPoint): Very Good.

Languages

	Reading	Writing	Speaking
Arabic	Native	Native	Native
English	Excellent	Excellent	Excellent