

## Suzanne

Tutor/Teacher



### Personal Information

Birthdate	1991
Nationality	– Ireland
Residence permit	
Marital status, own children	Married, has children (1.5 year-old son)
Place of Birth	Baile Atha Cliath
Location	UAE, Dubai
Driving License	Yes
Have a car	Yes
Personal characteristics	<ul style="list-style-type: none"> <li>– Responsible</li> <li>– Punctual</li> <li>– Reliable</li> <li>– Creative</li> <li>– Active</li> <li>– Positive</li> <li>– Qualified</li> <li>– Experienced</li> <li>– Loyal</li> <li>– Patient</li> <li>– Easygoing</li> <li>– Bubbly</li> </ul>
Key skills	<ul style="list-style-type: none"> <li>– Behavior management techniques</li> <li>– A positive role model</li> <li>– Ability to adapt to all kind of situations quickly</li> <li>– Ability to work under pressure or stressful conditions</li> <li>– Ability to work using your own initiative, taking on extra responsibility</li> </ul>

	<ul style="list-style-type: none"> <li>- Excellent communication and people skills at all levels</li> <li>- Team Leadership &amp; Management</li> <li>- Collaborative Teamwork</li> <li>- Innovation &amp; Adaptability</li> <li>- Accountability</li> <li>- Problem Identification and Solving</li> <li>- Project &amp; Program Management</li> <li>- Research driven</li> <li>- Employee Development and Training</li> <li>- Highly Analytical</li> <li>- Interpersonal &amp; Communication</li> <li>- Attention to Detail</li> <li>- Relationship Building</li> <li>- Managing Change &amp; Identifying Solutions</li> <li>- Monitoring, Tracking &amp; Evaluation</li> <li>- Influence &amp; Negotiation</li> <li>- Academic Contribution</li> <li>- High Quality of Work</li> </ul>
Sports	<ul style="list-style-type: none"> <li>- Football</li> <li>- Golf</li> <li>- Running</li> </ul>
Hobbies	<ul style="list-style-type: none"> <li>- I am a very active individual who enjoys running, playing golf, and playing football. I represented my county from youth to adult levels. I also love to read and travel. During the COVID-19 pandemic, I co-founded my own company, the Irish STEM Institute, which offers online tutoring services in STEM subjects to Irish students. I am very passionate about fostering and inclusive educational environment which is accessible for all students.</li> </ul>
About myself	<p>I was awarded a PhD research scholarship from the Irish Research Council (IRC), the most prestigious academic scholarship nationwide, based on my academic achievements and leadership skills. I achieved runner up position in the National Eurachem Analytical Measurement (EAMC) competition in 2010 at Sligo I.T. In addition, I was also allocated funding within major research institutions; Rutherford Appleton Laboratories, Oxfordshire, UK, the University of Groningen, Netherlands and in the University of Amsterdam, Netherlands, based on my PhD work. Most recently, I received a Project Management certification.</p>

## Education

2008 - 2012	BSc Hons Degree in Chemical and Pharmaceutical Science with a 6-month industrial work placement, Dublin City University, Glasnevin, Co. Dublin, Ireland
2012 - 2015	PhD in Chemistry awarded from the School of Chemical Sciences, Dublin City University, Glasnevin, Co. Dublin, Ireland

2021

Diploma in Project Management, Shaw Academy, UK

## Working experience

**September 2017 - till now**

**Private tutor, UAE, Dubai**

My role includes

- Private tutor for:
- GCSE Science and Math
- A level Chemistry
- IB HL and SL Chemistry
- AP Chemistry
- University Level Chemistry

**June 2021 - till now**

**The Irish STEM Institute**

**CEO and Co-founder, Ireland (hybrid)**

My role includes

- Launched and successfully established an online STEM tutoring company, catering to students from middle school to high school level.
- Developed a comprehensive business plan, outlining the company's vision, target market, marketing strategies, and revenue projections.
- Recruited and trained a team of experienced and qualified STEM tutors, ensuring a high standard of instruction and personalized learning experiences for students.
- Created and implemented innovative teaching methodologies, incorporating interactive online platforms and tools to enhance student engagement and comprehension.
- Established partnerships with schools, educational organizations, and parents to promote the company's services and build a strong customer base.
- Oversaw day-to-day operations, including scheduling, student enrolment, and administrative tasks, ensuring smooth and efficient functioning of the company.
- Monitored and evaluated student progress, providing regular feedback and tailored support to maximize learning outcomes.
- Implemented data-driven decision-making processes to track student performance, identify areas for improvement.
- STEM expertise: Proficient in Chemistry, Biology, Physics and Mathematics, with a solid understanding of core concepts and the ability to convey complex ideas in a simplified manner.

**September 2023 - till now**

**Private Residences Palm Jumeirah**

**Full time private teacher and Educational Consultant, UAE, Dubai**

My role includes	<ul style="list-style-type: none"> <li>– Teacher of GCSE Math and Sciences for Year 10 student.</li> <li>– Educational Consultant for the family for educational matters involving all children.</li> </ul>
<b>May 2024 - till now</b>	
<b>Private Family</b>	
<b>Online tutor of Science to one child: 14 years old girl, Online</b>	
Employed by English Nanny agency	
My role includes	<ul style="list-style-type: none"> <li>– Teaching Science, preparing for exams</li> </ul>
<b>April 2022 - September 2023</b>	
<b>Emirates School Establishment</b>	
<b>Learning Delivery Support Lead (Sciences) and Advanced Stream Manager, UAE, Dubai</b>	
My role includes	<ul style="list-style-type: none"> <li>– Successfully managed teams of over 100 people and subjects of Math, Science, Health Sciences, Computer</li> <li>– Design and Innovation, Design Technology, Computer Science, Physical and Health Education and Capstone</li> <li>– Focused on national project management</li> <li>– Managed the research, implementation and support of educational best practices conducted globally and successfully enhanced the UAE government schools teaching and learning strategies.</li> <li>– Strategic implementation of a new digital curriculum delivery platform (Inspire Science/Reveal Math) nationwide and phased progression of the program of the UAE government streams and negotiating with universities to admit our students</li> <li>– Program manager of nationwide 'Advanced Stream' for high performing students. Successfully improved the students' results and retention of students within the stream. Student exam results were highest amongst the four streams. This allowed students to apply for leading higher education institutions overseas</li> <li>– Educational consulting on all new projects</li> <li>– Strategic management and implementation of National competitions and student-centred initiatives e.g.</li> <li>– KiDiploma/Tamkeen, Numeracy Summer Skills Empowerment Program.</li> </ul>
Reason for leaving	Becoming a private tutor
<b>April 2021 - April 2022</b>	
<b>Emirates School Establishment</b>	
<b>Academic Manager and Project Manager, UAE, Dubai</b>	
My role includes	<ul style="list-style-type: none"> <li>– Successfully managed teams of over 100 people and subjects of Math, Science, Health Sciences, Computer</li> <li>– Design and Innovation, Design Technology, Computer Science, Physical and Health Education and Capstone</li> <li>– Focused on national project management</li> <li>– Managed the research, implementation and support of educational best practices conducted globally and successfully enhanced the UAE government schools</li> </ul>

	<p>teaching and learning strategies.</p> <ul style="list-style-type: none"> <li>– Strategic implementation of a new digital curriculum delivery platform (Inspire Science/Reveal Math) nationwide and phased progression of the program of the UAE government streams and negotiating with universities to admit our students</li> <li>– Program manager of nationwide ‘Advanced Stream’ for high performing students. Successfully improved the students’ results and retention of students within the stream. Student exam results were highest amongst the four streams. This allowed students to apply for leading higher education institutions overseas</li> <li>– Educational consulting on all new projects</li> <li>– Strategic management and implementation of National competitions and student-centred initiatives e.g.</li> <li>– KiDiploma/Tamkeen, Numeracy Summer Skills Empowerment Program.</li> </ul>
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Reason for leaving	Another position at the university
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**April 2019 - April 2021**

**Ministry of Education**

**Advanced Math and Science Program Manager, UAE, Dubai**

My role includes	<ul style="list-style-type: none"> <li>– Strategically developed and managed a brand-new division – Advanced Stream through English</li> <li>– Successfully implemented a new language of instruction for core subjects (change from Arabic to English)</li> <li>– Built and maintained relationships with key stakeholders during this new program; school principals, training departments, teachers, directors, and students.</li> <li>– Successful development, implementation, and delivery of national level project initiatives e.g. Literacy4UAE,</li> <li>– Numeracy skills, Summer programs to bridge the language of instruction for Cycle 2 to Cycle 3.</li> <li>– Nationwide implementation of distance learning program due to COVID pandemic, ensured minimal disruption to teaching and learning for all UAE government students</li> <li>– Promoting digital learning program to enhance student experience and student engagement</li> <li>– Conducted international recruitment campaigns and recruitment strategies in USA, Egypt, India, UK and Ireland</li> <li>– Managed yearly and quarterly staff training and development by conducting nationwide training needs analyses and producing personalised CPD for the ESE staff</li> </ul>
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Reason for leaving	Opening my own school
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**September 2017 - April 2019**

**Ministry of Education**

**Elite Stream Curriculum Specialist, UAE, Dubai**

My role includes	<ul style="list-style-type: none"> <li>– Successfully developed and implemented Elite stream Chemistry curriculum for top performing students</li> <li>– Embedded English as an additional language (EAL) strategies successfully to</li> </ul>
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	<p>support students with the</p> <ul style="list-style-type: none"> <li>– language of instruction</li> <li>– Curriculum design and instructional methods</li> <li>– Inspection and monitoring to improve student output, executed personalised support for teachers based on</li> <li>– data found during inspections.</li> <li>– Review of nationwide assessments and rubrics</li> <li>– Teacher and Leadership recruitment and interviewing.</li> </ul>
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Reason for leaving	Getting another position at the same place
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**February - June 2016**

**Dublin City University**

**Chemistry Lecturer, Dublin**

My role includes	<ul style="list-style-type: none"> <li>– Courses: ‘Chemical and Pharmaceutical Science’ and ‘Analytical Chemistry’</li> <li>– Planning, delivery, and evaluation</li> </ul>
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Reason for leaving	It was for one semester
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**December 2015 - June 2016**

**Dublin City University**

**Postdoctoral Researcher, Ireland, Dublin**

My role includes	<ul style="list-style-type: none"> <li>– Synthesis and characterisation of novel Carbon monoxide releasing molecules for therapeutic applications</li> <li>– Writing and publishing numerous peer-reviews scientific articles/papers</li> <li>– Collaboration with other institutions (University of Groningen, The Netherlands and Rutherford Appleton Laboratories, UK)</li> <li>– Advisor, mentor, and teacher to postgraduate students within the research group</li> </ul>
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Reason for leaving	Was a research
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**October 2012 - October 2015**

**Dublin City University**

**Public Relations Officer, Postgraduate Committee, Ireland, Dublin**

My role includes	<ul style="list-style-type: none"> <li>– Organisation of team building activities within the postgraduate community</li> <li>– Establishing a line of contact between postgraduate students and the academic staff</li> <li>– Event planning and coordination</li> <li>– Liaison between the Dean and postgraduate community</li> <li>– Ensuring student wellbeing and fostering an inclusive educational environment</li> <li>– Management of extracurricular activities.</li> </ul>
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Reason for leaving	Started teaching
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**October 2012 - June 2015**

## Dublin City University

### Postgraduate Tutor, Dublin

My role includes	– Whilst carrying out my PhD research, I managed the teaching and administration, development of course marking schemes, course delivery and marking and feedback for all University year groups
Reason for leaving	Teaching while doing PhD

## Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No
Select your Covid-19 status	– Fully vaccinated

## Additional information

English	Native
French	Advanced
ID	22742

**Excellent references available on request**