

ANNIE LAJINIAN-MAGARIAN



18 Psaron Flat 402
Engomi 2408, Nicosia, CYPRUS
Tel.: +357-22-317096 Mobile: +357-99-680083
Mobile in Oman: +968-95910529
E-Mail: anniemagarian@yahoo.co.uk

PROFESSIONAL EXPERIENCE

Feb. 2007 – Present **Director**, Foundation Program, and **Lecturer** at **Dhofar University**, Salalah, Sultanate of Oman

- Supervise the development and implementation of FP (pre-university) curricula and assure their high quality and relevance
- Conduct the recruitment and evaluation of the program's personnel
- Coordinate the planning, development and implementation of program policies, procedures and guidelines
- Design the strategic plan for the program and monitor its implementation in accordance with the master strategic plan of DU
- Coordinate with other deans and directors to develop the business plan and operational budget
- Oversee the preparation and readiness of staff in the areas of student advising, placement and registration
- Design and conduct professional development programs for academic and non-academic staff
- Coordinated the Self-Study Steering Committee (for accreditation) and chaired the Staff & Staff Support Services Committee (2008-2009)
- Member of the University Council – senior executive decision making body of DU
- Member of the Quality Assurance Board (2007-2010)
- Member of several Standing Committees: University Advancement Committee, University Policy Review Committee, University Strategic Planning Committee,

University Promotion & Recruitment Committee, Program Quality Assurance Committee

- Prepare reports, proposals and other documents
- Promote effective communication within FP, within DU and with education authorities or specialists
- Lecturer, English language courses

April 2007 – Present ***Executive Committee Member, Oman Quality Network (OQN), and Chair starting January 2010;***

The OQN is supported by the MoHE and Oman Academic Accreditation Authority (OAAA) with the purpose of developing a strong and vibrant higher education sector by improving quality in higher education within Oman. Activities of the OQN include organizing workshops, seminars and other events (such as biannual conference) to expose the sector with models of good practice in quality assurance and enhancement.

April 2010 – Present ***External Reviewer, Oman Academic Accreditation Authority (OAAA);***

I am a qualified External Reviewer, included in the OAAA directory, to conduct quality audits in higher education institutions.

1996 – 2005

Principal, AGBU-Melkonian Educational Institute; an international co-educational, secondary, boarding school in Nicosia, Cyprus

- Served as the chief executive officer of the governing Board
- Prepared Board meetings and relevant documentation
- Designed the strategic plan of the institute with the Board
- Participated in the design and implementation of the business plans and budgets with the Board
- Conducted student and staff recruitment
- Supervised the collection of student data and their proper use for student and program assessments
- Monitored the development, review and implementation of all academic programs in accordance with the standards of the European Council of International Schools (ECIS)
- Networked with educational authorities and institutions
- Carried out performance appraisals for all staff
- Have overseen the management of the boarding facilities and student programs (extra-curricular activities, tutoring, counseling, health service & hygiene, canteen, etc.)
- Prepared reports and proposals to the Board

- Maintained a collegial environment that supported staff initiatives and their professional development
- Led the development of programs, policies and procedures
- Had extensive contribution to and participation in community service and public events

- 1993 – 2005 ***Educational Consultant, AGBU***; an international philanthropic organization that governed the AGBU-Melkonian Educational Institute and worldwide schools and cultural centers. Served as Board member of schools in Lebanon and Cyprus and conducted school assessments in South America.
- 1994 – 1996 ***Educational Consultant, UNICEF Lebanon***, involved in curriculum and educational material development for Global Education and in conducting teacher training workshops.
- 1990 – Present ***Trainer***, in the field of Management and Education in Lebanon, Europe and the Arab Gulf countries.
- 1984 – 1996 ***Coordinator of the Pre-University Intensive program, Instructor of English and Education, and Department Administrator, Lebanese American University***, Beirut, Lebanon. Main duties included lecturing communication and education courses to university students; coordinating the pre-university intensive English program and teaching; organizing workshops and conferences; managing departmental matters; supervising pre-service teachers. *(Details of courses taught can be supplied)*
- 1982 – 1984 ***Administrator, Al-Istishariyoun Architectural Consultants; and Eastern Import Company***. Main duties included office administration, communication and accounts.

EDUCATION:

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|---|---|
| Doctorate of Education in
<i>Educational Leadership & Learning</i> | University of Leicester, UK
(Incomplete) |
| Master of Arts in Education
<i>(Emphasis on Educational Admin.)</i> | American University of Beirut
October 1991 |

Teaching Diploma in *TEFL*

Lebanese American University,
February 1989

**Bachelor of Arts in *Business
Administration/Political Science***

Haigazian University, Lebanon
August 1981

PROFESSIONAL QUALIFICATIONS & TRAINING

- *Establishing Quality Assurance Units in Higher Education Institutions*, Oman Quality Network, 22 December 2010.
- *External Reviewers Training Workshop*, Oman Accreditation Council, Oman, 27-28 April 2010.
- *Making a Difference? The Impact of Educational Research on Theory, Practice or Policy*, University of Leicester, UK, July 2009.
- *Successful Teaching & Critical Thinking*, University of Toronto/Dhofar University, Oman, April 2009
- *Student-Centered Teaching*, American University of Beirut/Dhofar University, Oman, January 2009
- *E-Learning & Knowledge Management*, Digipro, Cyprus, April 2005.
- *Differentiation in Schools*, Digipro, Cyprus, February 2005.
- *Human Resource Management: Incentives & Bonus Schemes*, OEB, Cyprus, December 2003.
- *Human Resource Management in Small & Medium-sized Companies*, OEB, Cyprus, November 2003.
- *Human Resource Management: Performance Appraisal*, OEB, Cyprus, September 2003.
- *Managing People*, MCE, Brussels, August 1998.
- *School Based Assessment: IGCSE/AICE*, University of Cambridge Local Examinations Syndicate, Dubai, April 1998.
- *Re-Engineering the System: The Leader's Role in Continuous Improvement*, ASCD, Princeton, USA, July 1996.
- *The Transformation of Schools through High Performance Teams*, ASCD, Princeton, USA, July 1996.
- *The Performance-Based Curriculum Development*, ASCD, Princeton, USA, July 1996.
- *Designing Integrated Curriculum around High Academic Standards*, ASCD, Princeton, USA, July 1996.
- *Global Education*, IIGE, UNICEF, Lebanon, 1993-94.
- *The Development of Teaching Materials for an English Class*, Nottingham University, UK, July 1992.

PROFESSIONAL ASSOCIATIONS & MEMBERSHIP

- **OQN** – Chair of the Executive Committee of the Oman Quality Network.
- **OAAA** -- External Reviewer for the Oman Academic Accreditation Authority
- **INQAAHE** – Member of the International Network for Quality Assurance Agencies in Higher Education (in process).
- **ASCD** – Member of the American Association of Supervision and Curriculum Development.
- **PWA** – Member of the Professional Women’s Association of Cyprus.
- **GECT** – Global Education Core Team of UNICEF Lebanon.
- **AGBU** – Member of the Armenian General Benevolent Union.

AWARDS & RECOGNITION

- Recognition/Appreciation letter by the Minister of Higher Education in Oman in appreciation of my contribution to the higher education sector through the Oman Quality Network, 24 May 2010.
- *St. Mesrop Mashdots* medal awarded in October 2001 by HH Aram I the Catholicos of the Holy See of Cilicia, in recognition of valued leadership and service to the Armenian Community in Cyprus in the field of education and culture.

LANGUAGES

English	:	first language
Arabic	:	upper intermediate level
Armenian	:	mother tongue
French	:	intermediate level
Italian/Greek/Turkish	:	basic knowledge

PERSONAL

- Citizen of Cyprus and Lebanon
- Married (no children)