Mona Khatib

Specialized In Making Learning Effective, Engaging, Efficient and Cost-effective

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Experienced learning and development professional with a background in instructional design, education technology, and trainings. Highly skilled in developing engaging and effective educational programs, E-learning courses, curriculum, and multimedia presentations. Strong experience in managing and evaluating educational initiatives and building partnerships. Proficient in integrating technology into the curriculum to support learner's achievement. Skilled in LMS and authoring tools such as Articulate 360, Captivate, MS Office Suite, Vyond, and more. Worked as Instructional designer, Education technology manager, Education technology specialist, teacher trainer and center coordinator with international NGOs.

Skills

- AI and LMS use
- Course material creation
- Creativity & Innovation
- Curriculum Approval & Development
- Instructional& Learning Strategies
- Game Design
- Storyboarding

- Training material development
- Visual Communication
- Audio Editing
- Multimedia production
- E-Learning Design
- Critical Thinking
- Analytical Thinking

Work History

Current – June 24

Learning Designer

Rumie Academy Canda, Remote

- Develop engaging, interactive micro-learning experiences (Bytes) tailored to diverse learners using Rumie Academy's platform.
- Collaborate with subject matter experts to design and structure educational content focused on relevant, timely topics such as digital skills, personal development, and career readiness.
- Ensure the learning materials are accessible, user-friendly, and aligned with instructional design best practices.
- Conduct iterative testing and feedback analysis to continuously improve the effectiveness of learning modules and optimize learner engagement.

**Owner –
June 22**

Founder & Digital Designer

Genie shop, Remote

- Create visually engaging and compelling graphics and videos to be shared on various social media platforms.
- Design advertisements, promotional materials, banners, and other visual assets to promote Genie shop company on social media.
- Create social media content that is visually appealing, on-brand, and optimized for each platform.
- Create and manage social media campaigns, analyzing data and metrics, and staying up-to-date on social media trends and best practices.

**Jul 22 –
Jul 23**

Instructional Designer

War Child, Remote

- Develop assessment content in reading and spelling for grades 1 to 3 aligned with Jordan's national curriculum to allow testing in Jordan based on most recent pedagogical insights.
- Coordinate the work with Jordan Ministry of Education experts in Amman and advise on how to improve user experience on student platform, teachers' interface, and assessment builder, and give feedback on tutorials for children, teachers, and caregivers.
- Conduct post-training evaluations to measure effectiveness of instruction and identify areas for continuous improvement.
- Design multimedia presentations that incorporated audio, video, and graphics for engaging online courses.

**Jan 21-
Jun 22**

Education Technology Manager

War Child-Holland, Lebanon

- Facilitate over 50 training and professional development activities for staff and oversaw educational staff to ensure quality education.
- Develop and implement educational programs and curricula, and coordinate with donors and NGOs, including preparing MOUs.
- Identify and develop partnerships with education-focused NGOs and support the preparation of concept notes, proposals, and budgets.
- Develop evaluation methods to assess program strengths, update technical monitoring tools, and ensure goals in partner satisfaction, safety, quality, and performance were met, while managing and reporting on all activities.

**Sep 16 –
Dec 20**

Education Technology Specialist

War Child Holland, Lebanon

- Create educational content aligned with the Lebanese curriculum in coordination with MEHE, and developed instructional media-based interactive learning objects.

- Provide assistance and training to teachers in integrating technology to support student achievement, and promote the use of new technologies and media.
- Plan and implement job-embedded professional development and workshops for teachers, and collaborate with them on using instructional technology in the curriculum.
- Support the efforts of teachers and students to achieve technology competency, design and manage educational resources, help implement the organization-wide technology plan, and led ongoing evaluations of the instructional technology program's effectiveness.

Jul 14 –
Aug 16

Teacher Trainer
International Rescue Committee, Lebanon

- Develop curriculum materials for teacher trainers, ensuring consistent quality and effectiveness across departments.
- Improve student outcomes by equipping teachers with research-based instructional strategies aligned with state standards and district goals.
- Prepare work plans, deliver trainings, and report on progress monthly.
- Evaluate teachers' performance, provide feedback, support, and help enhance teaching skills using best practices in education and instructional technology.

Jul 13 –
Jul 14

Center Coordinator
Terre Des Hommes, Lebanon

- Monitor and evaluate program effectiveness through regular assessments and feedback, and maintained accurate records of participant attendance and program outcomes.
- Recruit, train, and manage staff and volunteers, and ensure compliance with all safety regulations and organizational policies.
- Coordinate scheduling and logistics for classes, workshops, and events, and communicate regularly with participants, families, and community members.
- Collaborate with community partners and stakeholders to expand programming and outreach efforts.

Sep 11   -
Sep 13

Elementary and Early Childhood Teacher
Al Jinan School, Lebanon

- Promote early literacy skills by implementing engaging reading activities and fostering love for books in young learners.
- Facilitate successful parent-teacher conferences, addressing concerns and discussing strategies for supporting student growth at home.
- Serve as member of school improvement team, collaborating with administration and staff to identify areas for growth and implement action plans for improvement.
- Implement behavior modification strategies, resulting in improved self-regulation and classroom participation among students.

Education

Sep 22 - Current	**Masters in Instructional Design** University of Balamand - North, Lebanon
Oct 09 – Oct 12	**Bachelor's Degree in Elementary Education** Al Jinan University - Tripoli, Lebanon
Jul 07 – Jul 08	**Early Childhood Technical Baccalaureate** Al Jinan Technical Institution - Tripoli, Lebanon

Certifications

- Learning by Games
- Master Trainer
- Graphic Design
- HEAT training
- LEGO in Education
- Articulate 360
- Curriculum Design
- Research Methodologies

Software

- Articulate 360
- MS Office Suite & O365
- Canva Pro
- Captivate
- Vyond
- Camtasia
- Audacity
- Toonly
- Doodly
- iSpring
- Animaker
- Genially
- Photoshop
- InDesign

Languages

Arabic: Native language

English: Excellent

French: Good