

Huda Khalaf Al Khalaf
MSc, BSc

Al Madinah, Kingdom of Saudi Arabia
Mobile: +966 (0)58 292 9020
huda4alkhalaf@gmail.com

Qualifications

- 2014 Master of Science in Chemistry MS, University of Houston, Texas, and USA
GPA: (3.75\4)
- 2010 Bachelor of Science in Chemistry Taibah Bachelor of Science in Chemistry, Taibah
University, Madinah, Saudi Arabia
GPA: (4.65\5)

Proven Capabilities

- Consistently high academic results.
- Innovative thinking abilities with absolute result striving nature.
- Management and leadership of high-performance teams within changing environment.
- Strategic partnership development, maintenance and advocacy.
- Developed and implemented the College strategy for employer engagement in order to create the conditions for effective and sustainable work placements and job opportunities for College students.
- Initiation and management of major stakeholder relationships and partnerships within government, all levels of education support service, community and corporations.
- Writing strategic, operational plans and accreditation policies/procedures.
- Strong communication skills- oral, written, and presentation.
- Fluent English speaker, writing and reading
- Possess innovative thinking ability with absolute result striving nature.
- Thorough study of underlying principles of chemistry.
- Concentrated exposure to various sub-disciplines in chemistry such as, physical, inorganic, analytical, bio, and organic chemistry.
- Profound knowledge of apparatus, tools and machineries used in chemical experimentation.
- Practical experience in instrumental methods of analysis:
 - -Chromatography (GC, HPLC).
 - -Spectroscopy (MS, IR, UV-Vis, NMR).
- Familiar with basic laboratory techniques, technical report writing and data handling.
- Expert safety maintenance skills and innovative chemical problem solving.
- Strong communication skills- oral, written, and presentation.
- Excellent team skills.
- Highly efficient in the use of documenting tools such as MS office.
- Expertise accessing and utilizing the internet for study related research and correspondence.

Academic Experience

- **“Graduate Research Assistant, University Of Houston-Clear Lake Department of Chemistry Texas, USA Advisor: Professor. Jack Lu August 2013 – May 2014)**

“Construction of coordination polymers with mixed-ligand synthetic strategy using hydrothermal synthesis method”. Work involves CPs synthesis, characterization and X-ray crystal structure

- **Undergraduate Research Assistant, Taibah University Department of Chemistry , Saudi Arabia Advisor: Dr. Rawda Okasha (August- May 2010)**

“Adsorption from “Ad -adsorption from aqueous solution: Acetic acid on charcoal “
(August- May 2010)

Publication

-
Alkhalaf, HA. (2018) Construction of coordination polymers with mixed-ligand synthetic strategy. Journal of Scientific Research for Science ISSN2356-8372 _
-

Study Related Papers

- Hydrogen Energy and fuel cell.
- Polyethylene – Chemistry and Production Process.
- Production of Biofuel from Corn Feedstock.
- Total Synthesis and Retro-Synthesis of Reserpine.

Career To-date

Prince Muqrin University

January 2020 to Date

Chemistry lecturer- General Studies Dept Coordinator

- Sets the plans for the department in alignment with the overall plans of the College and University
- Conducts regular reviews of the departmental curricula, courses and exams as per the policy of the College.
- Ensures external accreditation requirements are met
- Provides written evaluation of faculty and staff and conducts regular class observations
- Plans distribution of workload among the department faculty and develops project timelines
- Taught General Chemistry course for prep year.
- Created course materials, homework assignments, obtained materials.
- Planned, evaluated, and revised lesson plans and course content/ materials and methods of instruction to facilitate, and moderate classroom discussions, and student-centered learning.
- Maintained student attendance records, grades, and other required records.

Curriculum Vitae

- Prepared solutions, supervised laboratory work, showed proper use of chemicals and their interactions, danger signs, production techniques, safety, and disposal methods.

The Oxford Partnership Al Madinah College 2019

August 2015 to June

Employer Engagement & Business Development Manager

- Developed and implemented the College strategy for employer engagement in order to create the conditions for effective and sustainable work placements and job opportunities for College students.
- Took responsibility for generating business leads with potential employers through range of appropriate mediums
- Proactively developed relationships with a wide range of community groups and organizations.
- Undertook a 'needs analysis' with employers to understand their requirements and identify their training needs.
- Established and managed procedures by which the College works with employers to convert work placements into permanent employment opportunities.
- Implement college graduates relation services.
- Created and maintained a ' College Advisory Board ' to help support the college in its mission and activities within the community.
- Implemented extra- Curricular and employment activities to provide clear career advice and guidance to the students; Career fair, Entrepreneurship Forum, Guest Speakers series program.
- Implement college public relation strategy to expand awareness and recognition of the college, its programs, offerings, and events in an effort to promote student access and success.

The Oxford Partnership Al Madinah College

March to May 2016

Acting Head of Students Services & Admission

- Leads and represents the Department of Student Services in the day-to-day operations of the department, ensuring safety of students, consistency of practice and maintenance of optimum service levels.
- Provides leadership, analysis and advice in relation to policies and procedures regarding students and services for students, including code of conduct and absences tracking procedure.
- Supervise the department team by performing such things as: direct, schedule, provide performance feedback, evaluate, suggest professional development and where necessary discipline direct reports.
- Asset in writing the department self-assessment report and represent the department during the interstitial review period.
-

Curriculum Vitae

TQ-Person Al Madinah College

Employer Engagement & Business Development Manager

February to July 2015

- Identified and engaged with employers to promote Al Madinah College and work experience program on offer
- Held employers activities events and meetings.
- Contributed and assisted in development of Employer Engagement materials and literature.
- Built College employers database and participant information systems
- Part of the Senior Management Team that is responsible for driving college operational plan and identifying areas of improvements needed.
- Identified third party income opportunities.

Teaching Assistant

January - May 2014

University of Houston-Clear Lake

- Served as teaching assistant for Quantitative Analysis course.
- Supervised undergraduate students

Training and Courses

- Occupational Health and Safety ICPM Group May 2020
- Outcome Based Education (OBE)N & Academic Quality Assurance Udemy May 2020.
- Teacher Training – Teaching Online course Udemy May 2020.
- Project Management Professional Preparation Course (PMP)- ICPM Group March 2017
- Leadership Development Program (Promising leaders iLEAD 2) HRDF/ Wilson Learning NOV 2016
The Whole Brain Leader-Manager training Course
- Management Development Program- Informa Institute Aug 2016
 - Finance for non-Financial
 - Project Management
 - Operation Management
 - Logistic
- Six Sigma Yellow Belt Course – ICPM Group April 2016
- Business writing, – TQ Person 2015
- Intensive English Courses (ELS) Rice University - (May 2011- June 2012).
- Microsoft Windows, Word, Excel, PowerPoint courses. 2006.

Referees

- **Dr. Ali Al watban**

TVTC Governor Consultant. Technical and Vocational Training

Phone: +966 (0)50 323 0250

E-mail: alwatban@hotmail.com

- **Zanab Saeed**

Principal Al Madinah Female Technical College

Phone: +966 (0)53 940 4464

E-mail: Zanab.Saeed@top.ic.edu.sa