

## **Curriculum Viet**

### **Manal J. Al-Shakhs**

#### **Personal Information:**

**Date of Birth:** Jan. 4<sup>th</sup>, 1971

**Place of Birth:** Al-Khobar, Saudi Arabia

**Marital Status:** Married

**Address:** KFUPM  
P.O. Box 845  
Dhahran, 31261  
Kingdom of Saudi Arabia

**Phone:** 00966138605146  
00966133331246

**Mobile:** 00966506856920

**Email:** mshakhs@uod.edu.sa

#### **Education:**

1. Third High School in Al-Khobar, Saudi Arabia, 1988.
2. Bachelor of Science in Mathematics, Syracuse University, USA, 1995
3. Masters of Science in Information Resources Management, USA, 1997

#### **Spoken Languages:**

1. Arabic, Native Language.
2. English.

**Current Occupation:**

Lecturer in The University of Dammam (Previously King Faisal University), College of Applied Medical Sciences, Department of Health Information Management & Technology, Dammam, Saudi Arabia, 1999-Now.

**Experience:**

1. Fortran programming language.
2. Designed and managed Dr. Martin Luther King Jr. Applied Science Community School Magnet Web Site in Syracuse, New York, 1997.
3. Designed and taught a booklet on how to use e-mail and the Internet in Dr. Martin Luther King Jr. Applied Science Community School Magnet in Syracuse, New York, 1997.
4. Trained the clinic employees on how to enter and manage data on a specified computer program at Dr. Martin Luther King Jr. Applied Science Community School Magnet in Syracuse, New York, 1997.
5. Knowledge in managing e-mail servers.
6. MS Office Application Programs.
7. Designed an electronic information center to store data for a virtual college in a graduate course using MS Access, 1997.
8. Applied Distance Teaching software using Lotus Notes in a graduate course for students in Canada.
9. Worked as a manager in Al-Alamiah Computer Institute, Dammam, Saudi Arabia 1999.
10. Gave a workshop on the Internet in the Eighteenth Annual Computer Exhibition at King Fahd University for Petroleum and Minerals, 1999.
11. Gave a Lecture on the Internet in the Girls College of Literature, Dammam, Saudi Arabia, 1999.

12. Designed the registration system at King Faisal University, Business Administration Department, 2000.
13. Administered the Business Administration's Department Monthly News Letter, "Administrative Symposium", for two years.
14. Head of The Committee of Extra Curriculum Activities for five years at the Business Administration Department.
15. Gave an 8 hour work shop for university students in Adobe Photoshop and MS Front Page 2000.
16. Management Administrator and Assistant Administrator for Academic Affairs at King Faisal University, Business Administration Department, 2001-2002.
17. Academic Affairs Coordinator for King Faisal University, Business Administration Department, 2002-2003.
18. Internet Committee Coordinator for female sections at King Faisal University since 2003- now.
19. College of Management Sciences and Planning Coordinator 2003-2006.
20. Member of the Organizing Committee and Head of the Electronic Committee at "Managing University Female Sections... Challenges and Ambitions" Symposium, 2006.
21. Head of Registration Committee at "The First Quality in Education" Symposium, 2006.
22. Proposal Provider and Vice President of the Organizing Committee for the First Career Day for females in the history of King Faisal University, 2007.
23. Academic Coordinator for the Department of Health Information Management & Technology Nov, 2012 – Now.

24. Organizing committee member in the “1st HIMT community service event Better Information, Better Care Consortium” Alrashed mall at from 20-21<sup>st</sup> of Feb, 2013.
25. Organizing committee member in the “Moving the Saudi Health System Forward: Hospital Accreditation and the Role of HIMT” Symposium on the 13<sup>th</sup> of Nov, 2013 in The University of Damman.
26. Vice President of the Organizing Committee for the First & Second Career Forum in the University of Damman for two consecutive years 2014, 2015.
27. “Health Information Management & Technology Orientation Day for Second Year Students” organizer Sep 2013, 2014 & gave a Lecture on “Academic Issues Highlighted” in the event.

**Courses Taught:**

1. Networking Lab Course to Master students at Syracuse University on “How to establish a peer to peer connection hardware and software wise”, 1997.
2. Designed and taught two courses at King Faisal University, Business Administration Department; Introduction to Computers and Visual Basic Programming Language.
3. “Management Information Systems” and “Office Management” courses.
4. “Introduction to Computers” course for first year medical students and high diploma nursing students.
5. “Computer Fundamentals” for second year Health Information Management Students.
6. “System Analysis & Design I” for second year Health Information Management Students.

7. "Database Administration II, SQL" for third year Health Information Management Students.

**Workshops, Conferences and Symposiums Attended:**

1. "Striving for Excellence in University Teaching and Learning Workshop", King Fahd University for Petroleum and Minerals, Dhahran, Saudi Arabia 2001.
2. "The first E-Services Symposium in the Eastern Province", AlKhobar, Saudi Arabia, 2005.
3. "Investing in the Future Generation Forum", Riyadh, Saudi Arabia, 2006.
4. "Leadership and Strategic Thinking...The Road for the Future Symposium", Al-Khobar, Saudi Arabia, 2006.
5. "The Second E-Services Symposium" in the Eastern Province, AlKohbar, Saudi Arabia, 2006.
6. "Quality Tools as an Excellence Tool" workshop during "The Second Symposium for Affective Leadership for Excellence in Performance" in Dammam, Saudi Arabia, 2007.
7. "IBM Collaboration With Academia Symposium", Dammam, Saudi Arabia, March 12<sup>th</sup>, 2013.
8. "3rd. International conference on Quality Assurance in Postsecondary Education", Dammam, Saudi Arabia, Apr 27<sup>th</sup>, 2013.
9. "2nd Research Methods & Applied Statistics Symposium", Dammam, Saudi Arabia, 4-5<sup>th</sup> May, 2013.
10. "Information Literacy / User Orientation Workshop", Dammam, Saudi Arabia, 2013.
11. "Research Skill development in the Kingdom; From idea to Outcome training program", Dammam, Saudi Arabia, Dec 12<sup>th</sup>, 2013.

- 12 "Syracuse University's Cyber Security Symposium", Dhahran, Saudi Arabia, 15-16<sup>th</sup>, Dec. 2013.
- 13 "Developing the Core Competencies in Teaching and Learning within Higher Education", Dammam, 24-27<sup>th</sup>, Aug. 2014.
- 14 "5<sup>th</sup> Saudi eHealth Conference, Facing the Challenges", Riyadh, Saudi Arabia, 18-20<sup>th</sup>, Nov. 2014.