

Fatima El Chediak

Lab Instructor & Lecturer | Instructional Designer | Creative Technology Consultant

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Professional Summary

Experienced Lab Instructor, Adjunct Lecturer, and Consultant with a multidisciplinary background in architecture, new media design, engineering, project management, instructional design, and educational technology. Skilled in teaching and managing photography, 3D modeling (Blender), drawing, 2D design, and interdisciplinary creative practices. Proven ability to design and deliver high-impact curricula, manage lab facilities and equipment, support student development through personalized coaching, and coordinate academic events. Demonstrated success in leading digital transformation projects, ERP implementations, and organizational efficiency initiatives. Committed to academic excellence, student success, and cross-functional collaboration within higher education and technical institutions.

Academic Teaching Experience

Lab Instructor, Department of New Media Design, Rochester Institute of Technology (RIT) – Dubai, UAE, Aug 2025 – Present

Teach and support undergraduate courses in photography, 3D modeling using Blender, drawing, and 2D design.

Responsibilities:

- Deliver practical and theoretical instruction in visual arts and design.
- Supervise and guide students in creative projects, fostering technical and artistic skills.
- Manage and maintain lab facilities, equipment, and software (Adobe Creative Suite, Figma, Blender).
- Support the coordination and execution of departmental events, exhibitions, and student showcases.
- Collaborate with faculty to integrate interdisciplinary approaches into coursework.

Adjunct Lecturer, Institute of Business, Technology, and Engineering (IBTE) – Dubai, UAE, Jan 2025 – July 2025

Teach and assess undergraduate-level technical and business courses as part of vocational and applied learning pathways.

Courses Taught:

- Mathematical Skills for Computing (Level 3): Covers algebra, equations, logic, and numerical reasoning relevant to IT disciplines.
- Business Mathematics (Level 4): Focuses on applied financial mathematics, probability, statistics, and forecasting methods.
- Digital Art (Level 3): Introduces digital illustration, multimedia editing, and creative visual communication using tools like Adobe Photoshop and Premiere.
- Enterprise System Development (Support Role): Assist students in understanding system architecture frameworks (TOGAF, Zachman), project planning, and technical documentation.

Responsibilities:

- Prepare lesson plans and content in alignment with vocational learning outcomes and qualification frameworks.
- Design practical assessments and activities aligned with industry tools and case-based learning.
- Deliver lectures, lead interactive lab sessions, and manage coursework evaluations.
- Coordinate with academic staff to ensure course content consistency and learning progression.

Student Coach & Lecturer, Rochester Institute of Technology (RIT) – Dubai, UAE, Aug 2023 – July 2025

Deliver and scale the university's experiential learning course while serving as a dedicated career and academic coach.

Responsibilities:

- Facilitated the RIT 365 course, focused on self-management, sustainability, AI literacy, and collaborative skills.

- Scaled program participation from 25 students in Fall 2023 to over 150 students in Fall 2024 through strategic curriculum design and effective delivery.
- Conduct one-on-one coaching and student counseling sessions, supporting academic development, personal growth, and career exploration.
- Guide students through academic and career challenges using structured frameworks, reflective practice, and personalized action plans.
- Monitor student progress and provide individual feedback to enhance learning outcomes and engagement.

Adjunct Faculty, Metaver Institute – Dubai, UAE, Aug 2023 – Dec 2023

Delivered undergraduate-level courses integrating business theory and operations management. Responsibilities included lesson planning, leading lectures, facilitating student discussions, designing assignments, and supporting academic success.

Courses Taught:

- Managing Operations and Projects at Metaverse Institute. The aim of this course is to develop an understanding of a portfolio of techniques for operations and project management and their selection and use in appropriate situations. This includes an appreciation of the development of alternative theoretical perspectives behind management thinking in this field.
- Contemporary Marketing Management at Metaverse Institute. The program intended to examine a variety of national and international marketing routes and professional development pathways, as well as to choose, create, organize, manage, and assess marketing-related reports. The module also considers whether marketing always has a beneficial influence on society and if it is feasible for businesses to advertise their goods and services in a socially responsible manner

Professional Industry Experience

Department Chair Coordinator, RIT University - Dubai , Aug 2023–Dec 2023

- Coordinated the daily tasks of six departments, including administrative and clerical support for department chairs, while maintaining high levels of customer service.
- Supported department chairs with planning and organizing academic events, including preparing meeting schedules, making prior arrangements, and handling agendas, registers, and minutes for relevant stakeholders.
- Maintained and organized files, records, and confidential correspondence, while assisting in developing reports, notifications, and other documentation to ensure efficient departmental operations.
- Guided and supported students in navigating academic procedures, providing assistance with departmental queries, and ensuring their concerns were addressed promptly and effectively.
- Acted as point of contact for all government interactions related to department chair's and ensure all queries are addressed in a timely manner
- Ensured compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate

Project Manager, Odoo Middle East - Dubai, Feb 2022–Au 2023

- Led Odoo ERP Implementations successfully spearheaded the implementation of Odoo ERP for over 20 business transformations, with a focus on MMCs like MTM Marine, Q-source, and Drill-tech oil manufacturing, resulting in an operational improvement of 30–40%.
- Facilitated business process workshops and conducted comprehensive workshops with stakeholders, effectively managing the documentation and approval of requirements, thereby enhancing the alignment of solutions with client needs.
- Boosted End-User Adoption and Satisfaction, delivered end-user training and post-implementation support, ensuring high user adoption and satisfaction, and addressed system issues in collaboration with the development team.
- Effectively coordinated with senior executives and stakeholders, reducing communication gaps by 20% and ensuring timely project updates, leading to a 15% improvement in project delivery.
- Executed gap analysis and risk mitigation strategies, lowering potential risks by 25% and ensuring a 100% success rate in project delivery.
- Spearheaded ERP customizations and integrations, achieving a 30% increase in system functionality while consistently delivering projects on time and within budget.

Operations Engineer, General International Technical Company- Dubai, April 2019–February 2022

- Managed complex facility management projects and successfully directed key maintenance and facility management projects, such as Al Ghurair Mall and Swissotel, resulting in a 3x increase in services and improved customer satisfaction. Ensured enhanced customer experiences at DHC Building 52 and provided Dubai Civil Defense advising for multiple JLT towers.
- Coordinated Daily Operations: effectively coordinated daily operations, including inventory control, scheduling, purchasing, shipping, and receiving. Worked collaboratively with sales, production, and finance departments to ensure smooth operations and efficient communication.
- Cultivated strong vendor and customer relationships, developed and maintained positive relationships with vendors, suppliers, and customers, ensuring timely and accurate delivery of goods and services. This approach contributed to a rise in sales and customer satisfaction by up to 30%.
- Managed contract submissions accurately estimated quotes for new fit-outs and annual maintenance contracts, leading to successful tender submissions related to the Operations department. Diligently monitored and followed up with the submission of new contracts and tenders.
- Ensured Regulatory Compliance guided applications for licenses and certifications, ensuring adherence to Civil Defense regulations in Dubai, Sharjah, and Umm Al Quwain, which is an essential part of managing risk and maintaining good standing with regulatory bodies.

Customer Service Manager, Global Village - Dubai, October 2018–April 2019

- Managed a team of 30+ employees, developing and implementing service standards and procedures, improved work experience and flow, increasing revenue by 10%
- Developed a new customer service training program, leading to a 30% decrease in response times and improved guest satisfaction scores.
- Monitored and analyzed guest satisfaction scores, developing action plans to address areas for improvement.
- Conducted training sessions for new hires on the knowledge of POS and customer service
- Collaborated with other department managers to plan and execute events and promotions, ensuring the successful execution of all guest-related activities.

Design Coordinator, Square General Contracting Company - Dubai, May 2018–October 2018

- Managed Project Documentation: reviewed and analyzed crucial project documents such as BOQ, drawings, SPECS, and conditions of contract, contributing to efficient project execution.
- Coordinated Design Deliverables: Collaborated with internal and external designers and drafters to ensure timely delivery of construction and as-built drawings, supporting project schedules and draft content accuracy.
- Optimized Drawing Management: Streamlined drawing management process: planning, prioritizing, and tracking drawings through the project lifecycle, increasing efficiency by 25% and reducing errors.
- Conducted Team Training: Led regular training sessions for drafting team members, ensuring consistent quality

Workshops & Professional Training

- Engineering Design Evaluation – Dubai Municipality Academy
- Effective Communication Styles – RIT University

Education

Master of Engineering in Engineering Management, Rochester Institute of Technology, UAE

I graduated with a cumulative GPA of 3.5 and gained a comprehensive understanding of technical engineering principles combined with business and management skills, which inform strategic decision-making and leadership within technical enterprises.

Bachelor of Science in Architectural Engineering University of Sharjah, UAE

Developed a strong understanding of engineering principles, particularly as they apply to the design, planning, and structuring of buildings and infrastructure. incorporate knowledge of sustainability and efficiency into architectural design and construction.

Technical & Instructional Tools

- Learning & Delivery: Moodle, MS Teams, Zoom, Screencast-o-Matic
- Design & Media: Adobe Photoshop, Illustrator, Premiere Pro, Figma, Blender
- STEM & Analysis: Excel, MATLAB, Power BI, TOGAF basics, ERP systems
- Development & Web: HTML, CSS, SQL (intro), Odoo ERP
- Planning & Documentation: Microsoft 365, SharePoint, Confluence

Certifications

Lean Six Sigma – Yellow Belt, Microsoft 365 for Educators, PMP – Project Management Professional, Odoo Certified Consultant, Revit & AutoCAD (Architecture Design)