



Mutaz Abdelaziz Itraeq

Computer Teacher

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📍 Amman, Jordan

ABOUT ME

Highly motivated computer teacher with nine years of experience educating in primary and secondary schools. My key responsibility in my previous work place was to teach all the basic computer related concepts. In addition to this, I taught Microsoft office, internet browsing, programming language and networking administrator. Other than this, I made sure the students learnt and understood the subject properly. Understanding and can commute well with my students. I can teach the basics of computers to complex ones. Considered valued asset in any setting and known for gently driving students to future success.

WORK EXPERIENCE

Jul. 2013 - Present

Computer Teacher / Ministry of education - Jordan

Primary and Secondary school teaching, Care and supervision of the computer lab and school Internet

Created tests and assignments to assess student knowledge of presented coursework and lecture materials.

Expanded student learning by incorporating extra-curricular computer science activities.

Collaborated with staff members on curriculum planning and incorporation of computers into different class lesson plans. Planned and led lessons on basic computer skills, keyboard techniques and internet use.

Set up and maintained classroom computers and equipment. Managed user profiles, security access and shared file structures. Installed and supported hardware and software for desktops, servers and printers.

Sep. 2012 – Jun. 2013

Computer Teacher/Altaqwa Islamic school - Riyadh.

- Primary and Secondary school teaching
- Care and supervision of the computer lab and school Internet
- Work in the administration department in coordinating the work of worksheets and meetings

Oct. 2010 – Apr. 2011

Technical support and network maintenance as trainee / Smart Solutions Academy - Amman.

- Assisted in troubleshooting user problems relating to Operating System issues (Win xp, and Win server2003), Network Connectivity, TCP/IP configuration, upgrades, MS Office products and Internet connectivity.
- Installed logical printers on a print server and preparing print server to host clients. Troubleshooting hardware peripherals like printers modem etc
- Performed upgrades, installation of software and drivers and essential desktop troubleshooting

ACADEMIC BACKGROUND

August 16th, 2010

Bachelor Degree in Computer Information System /

Yarmouk University good degree

SKILLS

Network Administration	●	●	●	●	●	●	○
Web Programming	●	●	●	●	●	○	○
Microsoft Office Skills	●	●	●	●	●	●	●
Work with Team	●	●	●	●	●	●	○
Communication Skills	●	●	●	●	●	●	○

Professional Certificate

Mar. 2014	Induction Professional Development Program for new teacher as part of Education Reform Support Program (ERSP)	issued by Ministry Of Education
Mar. 2011	Microsoft Certified professional (MCP)	issued by Microsoft

Courses

Nov. 2021	Awareness of professional standards for teacher development	issued by Ministry Of Education
Aug20 – Sep15, 2013	How to apply the educational model	issued by Jordan Education Initiative
Nov. 2012	The characteristics and needs of the gifted child and how to satisfy them	
Dec. 2012	The creative thinking	
Jun. 2011	Windows server 2003 including (MCP),(MCSA),(MCSE)	at New Technology Center - NTC

LANGUAGES

Arabic : Mother language
English (written – excellent
Spoken – v.good)