

## Enas Mohamed El Gendy

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Valid Golden Visa | Valid Driving License

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### Career Objective

Dedicated education professional with over 7 years of teaching and school experience, skilled in fostering **student engagement, parent collaboration, and community initiatives**. Combining strong communication, leadership, and data analysis skills with a passion for **student retention and satisfaction**, I aim to contribute to ISP's mission of building lasting relationships with students, parents, and schools across the region.

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### Key Skills & Competencies

- Parent and community engagement
  - Student retention strategies
  - Data analysis & KPI monitoring
  - Communication & relationship building
  - Event coordination & workshops
  - Leadership & team collaboration
  - Safeguarding & child protection
  - Bilingual: Arabic (native), English (fluent)
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### Professional Experience

#### Elite American Private School – UAQ, UAE

*Parent Relationship Executive*

*Sept 2022 – June 2023*

- Acted as the primary point of contact between the school and parents, ensuring clear, timely, and professional communication.
- Handled parent inquiries, concerns, and feedback with empathy and efficiency.
- Organized and coordinated parent-teacher meetings, school events, and orientation programs.
- Collaborated with school administration and faculty to address student-related issues raised by parents.
- Maintained accurate records of parent communications and followed up on action items.
- Promoted a positive school image and helped foster a supportive school community.

#### Elite American Private School – UAQ, UAE

*Computer Teacher (Grades 3–9)*

*March 2022 – Aug 2022*

- Built strong relationships with students and parents, ensuring effective communication on academic progress and wellbeing.
- Organized interactive activities and ICT projects that fostered student participation, contributing to **improved satisfaction and retention rates**.
- Conducted differentiated lessons and group-based learning to support diverse learning needs, enhancing inclusivity.

#### Al-Zuhour Private School – Sharjah, UAE

*Computer Teacher (Grades 1–9)*

*Nov 2016 – Oct 2020*

- Actively engaged parents through regular meetings and feedback sessions, addressing concerns and strengthening trust.
- Collaborated with the **senior leadership team** to align ICT curriculum with school strategy, supporting overall school improvement goals.
- Coordinated school-wide activities and technology-driven events to encourage **parent-school partnerships**.
- Mentored students in ICT, including coding and AI fundamentals, equipping them with practical digital skills.

#### Arab Investment Bank – Cairo, Egypt

*Software Engineer & Data Analyst*

*Jun 2012 – Jan 2013*

- Collected and analyzed data for system improvement, supporting data-driven decision-making.
  - Designed and implemented software solutions, showcasing strong problem-solving and analytical abilities.
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### Education

- **B.Sc. in Software Engineering**, Faculty of Informatics & Computer Science, British University in Egypt (BUE), 2012
    - Validated by Loughborough University, U.K.
  - **Educational Profession License (Teacher License)**
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## **Training & Certifications**

- **Safeguarding & Child Protection Courses** (COBIS / Educare Online Programs):
    - Child Protection, Safer Recruitment, Preventing Bullying, Peer-on-Peer Abuse, Health & Safety, Online Safety, Fire Safety, First Aid Essentials
  - **Teaching & Course Design** – Hamdan Bin Mohammed Smart University
  - **Technology Skills:** Microsoft Office, Teams, Zoom, Nearpod, ClassDojo, Quizizz, Visio, Access
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## **Projects & Achievements**

- Developed school registration and banking software systems (university and professional projects).
  - Designed interactive ICT curriculum that boosted student participation and parent satisfaction.
  - Successfully introduced differentiated learning strategies that supported SEN students and improved overall retention.
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## **References**

Available upon request