MAY KHEDER

Damascus, Syria

maykheder83@gmail.com

+963 955 268 244

PROFESSIONAL PROFILE

University lecturer and pharmacist with more than ten years of experience in higher education, academic teaching, and academic quality assurance. Experienced in delivering undergraduate education in analytical chemistry, food chemistry, instrumental analysis, and nutrition, while contributing to student assessment and quality assurance processes. Author of a peer-reviewed publication. Interested in contributing to higher education through teaching, research, and academic collaboration.

SELECTED ACHIEVEMENTS

10+ years of experience in higher education.

* Teaching experience across three universities.

* Member of Faculty Quality and Academic Accreditation Committees.

* Author of a peer-reviewed scientific publication.

* Presented a scientific lecture at the Third International Conference on Food Technology.

* Member of undergraduate pharmacy graduation project evaluation committees.

* Delivered public nutrition awareness programs through local radio.

AREAS OF EXPERTISE

* Higher Education

* University Teaching

* Academic Quality Assurance

* Student Assessment

* Analytical Chemistry

* Food Chemistry

* Instrumental Analysis

* Nutrition Education

* Scientific Writing

* Science Communication

* Public Engagement

* Research

PROFESSIONAL EXPERIENCE

Syrian Private University | Damascus, Syria

Lecturer and Laboratory Instructor

Department of Analytical Chemistry

September 2024 – Present

Member, Quality and Academic Accreditation Committee

* Deliver undergraduate teaching in Analytical Chemistry through lectures and laboratory instruction.

* Prepare teaching materials, laboratory exercises, and examinations.

* Assess students' theoretical and practical performance.

* Contribute to faculty quality assurance and academic accreditation activities through committee participation.

* Contribute to departmental teaching, student assessment, and academic activities.

Laboratory Instructor

September 2015 – September 2017

* Conducted practical laboratory sessions for undergraduate pharmacy students.

* Assisted in laboratory preparation and practical assessment.

Al-Sham Private University | Damascus, Syria

Lecturer and Laboratory Instructor

Department of Analytical Chemistry

September 2018 – September 2024

Lecturer

Faculty of Medicine (Nutrition)

November 2021 – June 2022

Member, Quality and Academic Accreditation Committee

September 2019 – September 2021

* Delivered undergraduate teaching in Analytical Chemistry I, Instrumental Analysis, Food Chemistry, and Diets and Nutrition through lectures and laboratory sessions.

* Provided teaching and practical instruction for approximately 400–450 undergraduate students annually.

* Prepared examinations and participated in student assessment.

* Contributed to faculty quality assurance activities through committee membership.

* Participated in the evaluation of undergraduate pharmacy graduation projects.

Syrian Dar Al-Dawaa | Damascus, Syria

Scientific Office Manager

August 2019 – August 2024

* Coordinated routine scientific office activities.

* Prepared scientific and educational materials.

* Maintained professional communication with healthcare professionals.

* Supported scientific and educational activities.

Damascus University | Damascus, Syria

Laboratory Instructor

Department of Analytical Chemistry

September 2014 – September 2016

* Conducted practical laboratory teaching for undergraduate pharmacy students.

* Assisted in laboratory preparation and student practical assessment.

Arabia Insurance Company

Senior Medical Auditor

October 2008 – June 2010

* Reviewed and assessed medical claims according to company policies and clinical documentation.

* Collaborated with medical and administrative teams to ensure accurate claims processing.

Medexa Health Insurance Management Company

Claims Auditor

January 2007 – September 2008

* Reviewed health insurance claims and supporting medical documentation.

* Assisted in maintaining the accuracy and consistency of claims evaluation.

Selected Academic Contributions

* Undergraduate teaching in pharmacy education.

* Delivery of undergraduate lectures and laboratory instruction.

* Assessment of undergraduate students.

* Evaluation of graduation projects.

* Participation in academic quality assurance activities.

RESEARCH AND PUBLICATIONS

Khoudr, M., Deyab, J., & Trak, J. (2021).

Studying the Effect of Storage in the Orange Content of Vitamin C.

Arab Journal of Pharmaceutical Sciences, 6(7), 31–38.

CONFERENCE PRESENTATION

Third International Conference on Food Technology

The Future of Food and Nutrition in the Age of Artificial Intelligence

ACADEMIC SERVICE

* Member, Faculty Quality and Academic Accreditation Committees.

* Member of undergraduate pharmacy graduation project evaluation committees.

PUBLIC ENGAGEMENT

Delivered public nutrition awareness programs through local radio.

EDUCATION

Master of Science (M.Sc.) in Pharmacy (Food Control)

Damascus University

Damascus, Syria

2011

Bachelor of Pharmacy (B.Pharm.)

Damascus University

Damascus, Syria

2006

CERTIFICATIONS

* Syrian Board of Food Control.

* Certificate of Achievement in ISO 9001 and ISO 21001 (Arab Quality Makers).

* Pharmacy Practice License – Ministry of Health, Syria.

* Diploma in Diet and Nutrition (OHSC).

LANGUAGE SKILLS

Arabic – Native

English – Completed Level 4B, ALTC Language Centre, Damascus

DIGITAL SKILLS

* Microsoft Office

* Scientific literature search

* AI tools for academic research