

# RESUME

**Beyan G. Zayzay, Sr., C.Ed.D**

**Address:** Mount Barclay New Store Community, Paynesville, Liberia

**Contact numbers:** 0886437739 / 0777774945

**Email:** [bgzayzaysr@gmail.com](mailto:bgzayzaysr@gmail.com)

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**Objective:** *To be a conduit of quality education amalgamated with morality*

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## Highlights of Competence and Qualification

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- Ability to employ and manage full range of administrative functions, namely, planning, organizing, delegating, staffing, coordinating and controlling;
- Acquaintance with college's academic programs and accreditation processes;
- Understanding of fiscal management and student advocacy activities;
- Capacity to interact with Board of Trustees and accrediting agencies, in a diplomatic manner;
- Far-reaching experience of leading and managing student development and welfare activities in a college setting;
- Ability to develop and maintain student-oriented programs and services;

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## Special Skills

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- Demonstrate ability in education management and policy development;
- Demonstrate ability in program development;
- Excellent interpersonal skills and managerial ability;
- Excellent writing and communication skills;
- Skillful in working cooperatively and strategically in a team environment with all levels of professionals, technical and administrative staff;
- Self-starter with demonstrated leadership ability;
- Ability to meet deadlines, organizational needs, and solve problems;
- Experience in working with students;
- Experience in teaching and providing leadership;
- Ability of working in MS Office Suite

**PROFESSIONAL EXPERIENCE:**

<b>POSITION:</b> VICE PRESIDENT FOR ACADEMIC AFFAIRS	<b>Year:</b> 2024 - present
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**INSTITUTION:** LICOSESS COLLEGE OF EDUCATION, Kissi Camp, GSA Road, Paynesville City, Montserrado County, Republic of Liberia

**Responsibilities:**

- Providing visionary leadership and strategic guidance for academic programs and initiatives
- Collaborating with deans, department chairs, and faculty to enhance curriculum design and delivery
- Leading efforts to assess and improve academic programs to meet accreditation standards and industry needs
- Recruiting, retaining, and developing a diverse and talented faculty dedicated to teaching and scholarship
- Representing LICOSESS in academic matters and cultivating partnerships with external stakeholders
- Initiating research activities that showcase the college's impact and conducting research training with staff
- Sourcing Opportunities for LICOSESS representation for the presentation of conference papers related to research studies
- Coordinating a team of researchers to come up with quarterly research in the area of education
- Assisting the President to source other funding opportunities with Government and other National and Multinational Institutions
- Directly overseeing exit exam processes at all annexes of LICOSESS to ensure that prospective graduates meet the content and academic requirements before graduation
- Monitoring academic staff attendance, handouts, exams to ensure they meet the required standards
- Preparation of trimester and annual reports on activities related to the strategic plan and the academic activities undertaken during the period
- Serve as one of the Principal Links between USAID-TESTS activities and LICOSESS ensuring that Milestones are being delivered as planned in the grant agreement as required
- Perform other duties as assigned by the President

**INSTITUTION:** PYJ Polytechnic University College, Ganta City, Nimba County, Liberia

**Responsibilities:**

- Worked along with a team of experts in crafting and/or tailoring curriculum for each approved programs of the PYJ Polytechnic University College as requested by the NCHE; inclusivity was the programs for the Department of Education which focuses on students majoring in Early Childhood, Primary and Secondary Education;
- Spearheaded the administrative affairs of the college and made sure it operated smoothly;
- Engaged the National Commission on Higher Education for recognition, and obtained Licensure status for the University in 2021;
- Worked along with the Office of the Director General of the National Commission on higher Education to engage the House of Representatives of the Republic of Liberia, Senate and the Executive branches, and eventually obtained a Charter for the University in 2022;
- After two years of operating successfully as a College, I engaged the National Commission on Higher Education for the elevation of the University programs to a full baccalaureate status in 2023 and was approved;
- Supervised the overall operations of the college to ensure effective student welfare;
- Planned, prepared, and implemented strategic plans to generate college resources and revenue;
- Directed and maintained cost-effective management of all resources of the college;
- Communicated with students and motivated them to participate in college-sponsored activities;
- Developed and maintained profitable professional relationships with appropriate community groups and organizations;
- Interpreted and followed all applicable policies and objectives of education board and regulatory bodies;
- Prepared and managed college budget and controlled college expenditure;
- Implemented, evaluated, and revised all college programs and services;
- Established and maintained cordial relationships with Board members and college officials;
- Represented the College on the national level and interacted with other academic stakeholders;

**INSTITUTION:** PYJ Polytechnic University College, Ganta City, Nimba County, Liberia

**Responsibilities:**

- Served as the liaison between the College and Members of the Board of Trustees;
- Worked in consultation with the Chairman and Co-chair to arrange regular Board meetings and crafted the agenda;
- Ensured that meeting minutes of established policies were taken;
- Implemented, and supervised all policies, objectives, and operations of the college as mandated by the Board;

**INSTITUTION:** Grand Bassa University, Buchanan City, Grand Bassa County, Liberia

**Responsibilities:**

- Developed course materials and curricula;
- Developed course outline;
- Deliver lectures for student learning and understanding;
- Tested and evaluated students in order to know progress levels; etc.

**Courses include:**

- **.Pastoral Care and Counseling** : this course focuses on equipping those in ministry to help the increasing number of hurting, distressed and depressed people in the church and beyond, who need to be helped through Bible-based counseling and pastoral care to spiritual, emotional, physical and mental wholeness
- **Introduction to Philosophy**: This is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, etc. Topics of discussion include the nature of philosophy; the nature and limits of human knowledge; the nature and existence of God; the scope and limits of human freedom; the differences between right and wrong conduct; the nature of the good life; and the meaning and value of human existence;
- **Philosophy of Religion**: This course is a philosophical inquiry into the nature, logic, and meaning of religion. Such inquiry involves analyzing the language and reasoning that form religious truth claims, as well as advancing rational arguments as to whether a divine being (or state of being) exists or could exist. The course will examine a broad range of religious concepts, including immortality, an afterlife, evil, and miracles, along with the role of interreligious dialogue and modern science in this area of study;

**INSTITUTION:** Barshell University College, Barclay Mission Rd., Paynesville, Liberia

**Responsibilities:**

- Career Counseling and placement of students ;
- The resolution of conflicts between students;
- Made representation to the University about ways of enhancing the quality of student's life;
- Ensured the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their University experience;
- Ensured the orderly organization of student's activities within the university;
- Supervised the formation of students associations;
- Worked with student groups and the Sports Directorate in developing extra-curricular programs and activities of the university;
- Coordinated with the groups to encourage the participation of students in the activities that promote personal growth and development of students;
- Encouraged the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions;
- Ensured that any disciplinary actions imposed on any student(s) by the recognized authority of the University are complied with; etc.

**INSTITUTION:** Barshell University College, Barclay Mission Rd., Paynesville, Liberia

**Responsibilities:**

- Supervised the academic program Coordinators and academic chairpersons in reviewing the College's Curricular for all programs;
  - Responsible for the development of short and long-range academic goals of BUC;
  - Supervised BUC's academic programs and curriculum, implemented academic policy and processes, faculty appointments and evaluations, academic facilities, and academic budget planning;
- I served as Dean for Academic Affairs for one academic semester(four months);

**INSTITUTION:** Christ Standard School System (Elem., Jr. & Sr. High) Paynesville,  
Montserrado County

**Responsibilities:**

- As head of the administrative team, I recruited teachers and administrative staff in order to smoothly run the institution;
- Prepared and submitted both periodic and annual reports to the School Board of Directors;
- Crafted the academic work plan and its associated budget; and
- conducted training and workshops for both administrative and instructional staff;

**INSTITUTION:** Barshell University College, Barclay Mission Rd., Paynesville, Liberia

**Responsibilities:**

- Developed course materials and curricula,
- Developed course outline,
- Delivered lectures, seminars, etc. for student learning and understanding;
- Tested and evaluated students in order to know progress levels; etc.

**Courses include:**

- **Introduction to Philosophy:** This is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, etc. Topics of discussion include the nature of philosophy; the nature and limits of human knowledge; the nature and existence of God; the scope and limits of human freedom; the differences between right and wrong conduct; the nature of the good life; and the meaning and value of human existence;
- **Educational Psychology:** This course is designed to introduce psychological principles, theories, and methodologies to issues of teaching and learning in schools;
- **Educational Philosophy:** This course is designed for students aspiring to be educators as well as those interested in education as a field of study in and of itself who wish to explore the nature and purposes of education from a thoughtful, critical, and, ultimately, philosophical perspective. The main goal of the course is to help learners develop abilities to think, write, and speak critically, reflectively, and philosophically on issues and problems related to education, teaching, and learning;
- **Introduction to Psychology:** This course is a survey of the field of psychology that provides an overview of the scientific principles and theories in psychology. Topics include: biological psychology, abnormal behavior, motivation, emotion, sexuality and gender, and personality theory;

**INSTITUTION:** CONDUIT OF POTENTIAL (COPs), Outland Community, Paynesville City

- Developed course materials and curricula,
- Developed course outline,
- Delivered lectures, seminars, etc. for student learning and understanding;
- Tested and evaluated students in order to know progress levels; etc.

**Courses include:**

- **Introduction to Psychology:** This course is a survey of the field of psychology that provides an overview of the scientific principles and theories in psychology. Topics include: biological psychology, abnormal behavior, motivation, emotion, sexuality and gender, and personality theory;
- **Psychosocial counseling :** this course provides and/or teaches the students the basic techniques for counseling an individual, family, or group during one or more sessions to support for the purpose of overcoming environmental, emotional, or social problems that are affecting the health and well-being of the infant's/child's family members and the society at large. The goal is to reduce identified risk factors to achieve positive pregnancy outcomes and optimal infant/child health and development;

**INSTITUTION:** Vision International Christian College, Paynesville, Montserrado Co.

**Responsibilities:**

- Developed course materials and curricula;
- Developed course outline;
- Delivered lectures, seminars, etc. for student learning and understanding;
- Tested and evaluated students in order to know progress levels; etc.

**Courses include:**

- **Pastoral Care and Counseling :** this course focuses on equipping those in ministry to help the increasing number of hurting, distressed and depressed people in the church and beyond, who need to be helped through Bible-based counseling and pastoral care to spiritual, emotional, physical and mental wholeness;
- **Introduction to Philosophy:** This is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, etc. Topics of discussion include the nature of philosophy; the nature and limits of human knowledge; the nature and existence of God; the scope and limits of human freedom; the differences between right and wrong conduct; the nature of the good life; and the meaning and value of human existence;
- **Philosophy of Religion:** This course is a philosophical inquiry into the nature, logic, and meaning of religion. Such inquiry involves analyzing the language and reasoning that form religious truth claims, as well as advancing rational arguments as to whether a divine being (or state of being) exists or could exist. The course will examine a broad range of religious concepts, including immortality, an afterlife, evil, and miracles, along with the role of interreligious dialogue and modern science in this area of study;

**POSITION:** Administrative Assistant to the Executive Director

**Year:** 2007 - 2008

**INSTITUTION:** Good Governance Commission (Under the auspices of the Liberia Council of Churches), 15<sup>th</sup> Street Sinkor, Monrovia, Liberia

**POSITION:** DATA STAFF

**Year:** 2005

**INSTITUTION:** UNMIL/NATIONAL ELECTIONS COMMISSION, Sinkor, Monrovia, Liberia

**POSITION:** INSTRUCTOR

**Year:** 1998 - 2000

**INSTITUTION:** Richard J. Pamacio School System (Elem., Jr. & Sr. High), Gardnersville



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## Educational Background

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**Institution** : **Evangel Christian University of America**  
**2149 Hwy 139, Monroe, LA 71203 USA 1.855.796.7111**

**Degree earned** : **Doctor of Christian Education (C.Ed.D)**

**Year** : December 2020

**Research focus:** Developed plan for Christian Education Application for the following targeted group: primary, junior and senior high school students along with its associated curriculum for each level;

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**Institution** : **Evangel Christian University of America**  
**2149 Hwy 139, Monroe, LA 71203 USA 1.855.796.7111**

**Degree earned** : **Master of Arts in Christian Education**

**Year** : November 2013

**Research focus:** Importance of Early Childhood Education and its Developmental and Economic Values on Developing Countries

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**Institution** : **Vision International University**  
**Zachary, Louisiana, U. S. A.**

**Degree earned** : **Bachelor of Theology (B.Th.)**

**Year** : October 2010

**Institution** : **Central Computer College**  
**Gomoa Buduburam, Central Region, Republic of Ghana**

**Degree earned** : **Diploma in Computer Software Application**

**Year** : November 2000

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## PERSONAL DATA

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**Name** : Beyan G. Zayzay, Sr.  
**Date of Birth** : September 21, 1975  
**Place of Birth** : Zorzor City, Lofa County  
**Nationality** : Liberian  
**Marital Status** : Married  
**Email address** : [bgzayzaysr@gmail.com](mailto:bgzayzaysr@gmail.com)  
**Contact #** : 0777774945 / 0886437739

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## REFERENCES

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Dr. Israel Obiasogu  
Education Consultant  
National Commission on Higher Education (NCHE)  
S. D. Cooper Road, Paynesville  
Montserrado County, Liberia  
Contact #: **0777 07 64 19**

Dr. Solomon X. Y. Jallayu  
President  
Grand Gedeh Community College  
Zwedru City, Grand Gedeh County  
Liberia  
Contact#: **0886 578 347**

Dr. John S. Flomo, Jr.  
Former Director General  
Liberia Agriculture Commodity Regulatory Authority (LACRA)  
Monrovia, Liberia  
Contact #: **0880 82 50 97 / 0775 50 39 52**