

Manal S. Hanna Mekhael

New Cairo, Egypt | (+20)1222817898 | melmoteay@gmail.com

[linkedin.com/in/manal-mekhael-el-moteay-973014266](https://www.linkedin.com/in/manal-mekhael-el-moteay-973014266)

MAKING A DIFFERENCE IN YOUNG ADULTS' LIVES THROUGH PROFESSIONAL PROGRAM MANAGEMENT IN Formal AND NON-FORMAL THEOLOGICAL EDUCATION, MEDIA, COMMUNITY SERVICES, AND INSTRUCTIONAL DESIGN FOR ONLINE CHRIST-CENTERED CURRICULUM.



EDUCATION

PhD Candidate in New Testament and Christian Origins
The University of Edinburgh (UoE) Divinity School, Scotland, UK

Master of Arts in Religion (MAR)
Yale Divinity School (YDS), CT, USA

Master of Theology (ThM)
Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt

Master of Arts (MA)
American University in Cairo (AUC)
Education Leadership

Bachelor of Science in Veterinary Medicine and Surgery
Cairo University, Cairo, Egypt
Veterinary Medicine and Surgery
Good



WORK EXPERIENCE & CAREER ACHIEVEMENT

Academic Dean 09/01/2025- current

QUEST Academy International, remote Education

- Provide strategic academic leadership across all programs (Micro-Credentials, Diplomas, Master's).
- Lead development and periodic review of academic strategy and educational plans
- Oversee academic quality and accreditation frameworks in coordination with Academic Manager
- Supervise and mentor academic faculty and certificate coordinators
- Approve curriculum frameworks and coordinate with certification coordinators on academic design
- Guide academic input into student recruitment strategy in collaboration with Academic Manager
- Represent Quest Academy in academic partnerships, networks, and external validations
- Serve as Chair of the Academic Committee; advise the Executive Director on academic affairs
- Oversee theological direction and doctrinal integrity of all academic content
- Engage in continuous review of academic data and program outcomes (through Academic Manager reports)

Alignment Coordinator 09/01/2025- current

International Council for Evangelical Theological Education (ICETE), Remote Education

- Manage the end-to-end Alignment process for up to seven ICETE member associations.
- Oversee application reception, verification, and submission to the QA Director.
- Coordinate internal review and expert peer review processes, including site visits.
- Prepared the Guide Self-Evaluation Report (SER) and ensured its completeness.
- Facilitate follow-up actions after the review, supporting the production and presentation of the final report.

Accreditation Team Leader 08/01/2025-Current

Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt, Education

- Guide and manage a team of peer reviewers throughout the entire accreditation visit and reporting process, ensuring adherence to all deadlines.
- Facilitate team discussions and deliberations to reach a consensus on findings.

- Oversee the collection and analysis of institutional data, self-study reports, and supporting documentation, achieving timely and successful completion.
- Championed a review process grounded in integrity, objectivity, and collaboration, ensuring a fair and thorough evaluation through surveys, lead interviews, and meetings with the seminary's administration, faculty, staff, students, alumni, and board members.
- Lead the writing of the final accreditation report, delivering a clear, accurate, and well-organized document.
- Ensured full compliance with accrediting body standards by maintaining an up-to-date and thorough understanding of all policies.
- Uphold the highest standards of professional conduct and confidentiality, maintaining the integrity of the review process.

Accommodation assistant for the Disability Office

09/01/2024- 05/18/2025

Yale University, CT, USA Education

Assist students with a disability in obtaining access to exams or completing the requirements of the exam (e.g., lab assistant to perform physical activities within a lab to aid a student with a disability with dexterity limitations).

- Coordinated and implemented academic accommodations for students with disabilities by collaborating with faculty, TAs, and student affairs, enhancing support services.
- Utilized the Student Information System (SIS) to efficiently manage and assign class schedules and locations, optimizing resource allocation.
- Directed the complete lifecycle of academic devices, guaranteeing their timely distribution, monitoring, and collection for classes and exams.
- Streamlined exam logistics by handling the receipt, photocopying, and distribution of exams and handouts, ensuring a smooth and reliable process.
- Managed student exam lists and assigned proctors on SharePoint, improving organizational efficiency. Oversaw all examination logistics, from coordinating schedules and confirming venue readiness to organizing students, ensuring seamless and successful exam sessions.

e-Learning Specialist

05/01/2024-08/15/2024

International Fellowship of Evangelical Students (IFES)

- Reviewing the e-learning programs

Library Assistant 3

02/01/2024-05/18/2025

Yale University, CT, USA Education

- Special Collections

Proctor to Go- Disability Office

10/01/2023-05/18/2025

Yale University, CT, USA Education

- Proctoring exams and facilitating communication between students and instructors during the exams.

Temporary Study Abroad Graduate Assistant

10/01/2023-11/21/2023

Yale University, CT, USA Education

- Reviewing Yale students' reports of abroad fellowships, prioritizing issues for follow-up, and highlighting the vivid parts of their stories that can be shared in panels as vivid experiences.

Convocation Worker- Alumni Office- Yale University

10/11/2023-10/14/2023

Yale University, CT, USA Education

- Welcoming alumni during the convocation event and facilitating their accessibility to Yale's resources.

Distance/Online Program Coordinator

04/01/2023-04/31/2025

International Council for Evangelical Theological Education (ICETE) Academy-NY, USA Theological Education

- Administration of the International Academy (IA), including invoicing, data mining and statistics, course completion tracking, site maintenance, and troubleshooting with both students and the site,
- working with course authors on course production,
- developing new courses with new authors,
- contributing to the accreditation process of the ICETE Academy
- online tutoring

Accreditation Commission Member

12/15/2021-current

Middle East & North Africa Association for Theological Education (MENATE), Beirut, Lebanon	Theological Education	
<ul style="list-style-type: none"> Keeps abreast of all aspects of the accreditation process: the standards for certification and accreditation and the various requirements of the process. 		
Instructor & Curriculum Developer		12/01/2021-casual
RedRock International (RRI), Cairo, Egypt	Team Building	
<ul style="list-style-type: none"> Communication Competences •MBTI Personality Types •Risk Management 		
Tutor		09/23/2018-current
Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt	Theological Education	
<ul style="list-style-type: none"> Curriculum developer and instructor for the following courses: Partnership, Leadership, and Screenwriting 		
Distance/Online Learning Officer		03/01/2016-05/31/2023
Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt	Theological Education	
<ul style="list-style-type: none"> Enabled faculty and TAs to shift toward 100% interactive virtual learning through the COVID-19 pandemic. Increased students' enrollment by 250% by launching online master's programs. Led cross-functional teams of faculty, media experts, IT, accountants, and admins to create 120 cost-effective Courses. Expanded e-courses to fifteen new countries by contacting Christian Arab communities in the Gulf, MENA region, US, Australia, and Europe. Directed the process of accrediting the online formats of four master programs by the European Council for Theological Education (ECTE) through designing, developing, and maintaining high-quality online professional standards and best practices. Developed, managed, and empowered seventy alums as tutor assistants. 		
Admissions & Registration Office; Registrar		05/021/2018-05/31/2023
Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt	Theological Education	
<ul style="list-style-type: none"> Enabled admin staff to shift toward 100% digital admissions Increased annual applications five times by implementing digital admissions Reviewed over 400 applications for each admission deadline Increase annual admissions by 30% by facilitating English Placement Tests & courses Decreased students' drop by 40% and increased graduation rate by 25% through activating the academic/administrative advisor system and enabling students to track their academic progress and plan toward graduation digitally. Tailored local school management system (SMS) in progress will put the seminary in a unique position among others in Egypt and the MENA region and the opportunity to generate income through renting/subscription. Increased discipline of 75% of students by activating the implementation of academic policies Decrease students' failing by 20% by activating the course failing policy Activating the "Help-desk" tool increased student satisfaction by 80% Managed student & alums recruitment & registration customer services 		
Director of Master in Media & Leadership Partnership Program		09/23/2018-05/31/2023
Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt	Theological Education	
<ul style="list-style-type: none"> Pioneered accredited master's program among MENA seminaries by engaging theology with the media & leadership Sustained partnership through the executive membership role in CAM and ETSC and by leading the graduation of the pilot students (class 2018) and admitting candidates in two new cohorts Developed the program's academic catalog with four media concentrations Developed, managed, and empowered a pool of eighteen media expert faculty Sponsored and promoted graduates' projects by a prominent Christian TV channel Developed creative skills of thirty-seven master students by teaching screenwriting courses, ten of which applied in local film festivals, three were shortlisted, and one took two awards 		
Strategic Planning Leader		09/23/2017-05/31/2023
Evangelical Theological Seminary in Cairo (ETSC), Cairo, Egypt	Theological Education	
<ul style="list-style-type: none"> Developed, implemented, and quarterly reported five-year strategic plan. Contributed to building/re-editing job descriptions for 80% of staff, faculty, and blue collars. 		

Training & Production Officer **05/01/2008-12/31/2014**

MEDIA ARTS FOR DEVELOPMENT NGO (MADEV), Cairo, Egypt Training & Development NGO

- Empowered 5000 young adults and kids to advocate for their rights by conducting 120 media courses and Producing twelve audio-visuals, 80% of which were promoted on national and private Arab TV channels
- Directed a team of 22 media-skillful adults to produce 200 low-cost humanitarian and rights-based programs.
- Managed a \$400,000 budget for media training and production
- Established summer internship media programs for school students
- Established summer camps for 80 kids

<https://www.youtube.com/watch?v=A-x6MVfCm5I>

https://vimeo.com/20464321?embedded=false&source=vimeo_logo&owner=5950914

Project Manager **05/01/2008-12/31/2014**

MEDIA ARTS FOR DEVELOPMENT NGO (MADEV), Cairo, Egypt Training & Development NGO

- Planned, managed, implemented, budgeted, delivered, and evaluated programs for Int. organizations: USAID, EU, PLAN International-Egypt, InterAct-Sweedeen, AOHR, and GIZ.

https://vimeo.com/51904954?embedded=false&source=vimeo_logo&owner=5950914

Training & Production Officer **11/01/2004-04/30/2007**

Arascope Cairo, Egypt Training & Production Company

- Increased funding sources 30% by writing/co-writing proposals for developmental training and media production ideas accepted by international organizations. The ideas tackle the following developmental themes: Human rights, anti-trafficking, democracy, sexuality & reproductive health, and gender equality

PUBLICATION

Artificial Intelligence in Academic Libraries: Navigating the Future-ACRL Press

In progress:

Chapter in Book: Digitally-Enhanced Education for Global Theological Educators-Langham Partnership

PROFESSIONAL TRAINING

US EMBASSY CAIRO

03/2023

- Alumni Capacity Building: Risk Management •Emotion Intelligence

USAID, Egypt

09/2008 & 06/2011

- E-Learning •Monitoring & Evaluation •Secure Funding & Writing Proposal •FAST Financial Workshop •Strategic Planning
- Train of Trainers (TOT •Financial Workshop for Non-FinancialSupervisors

INTERNSHIPS AND FELLOWSHIPS

- **International Visitor Leadership Program** at Washington, DC, USA. Organized by **USA EMBASSY**, Egypt **2014**
- **Transmedia Summer Fellowship** at Brussels, Belgium. Organized by **REGENT UNIVERSITY**, USA **2013**
- **Democracy and Governance** at Chicago, USA. Organized by **International Institute For Education (IIE)**, Egypt **2011**

INTERNATIONAL PROFESSIONAL EXPERIENCE

- Yale University, CT, USA 2023-2025
- **MENATE** Association for Theological Education- Training of Accreditation Team, **Jordan & Lebanon** 2021, 2022,2025
- **GOETHE INSTITUTE**- Producing TV Magazines Workshop, **Abu Dhabi** 2015, 2014
- **INTERACT** Freedom of Religion and Belief- Training of Senior Team -**Sweden** 2014

MEMBRSHIP & AFFILIATION

- **ICETE ACADEMY Educator**
International Council For E-Theological Education
- **MENATE Accreditation Team**
Middle East and North Africa Association for Theological Education
- **CAM Executive member**
CHRISTIAN ACADEMY FOR MEDIA



SOFTWARE AND APPS SKILLS

•Articulate 360 & Storyline (6 months experience)•MOODLE •Blackboard •KanopySIS •SurveyMonkey •Prezi •Kahoot
•Microsoft Office •Zoom •Teams •Google meet •Google Sheets •Trello •Wordpress •Google Drive •Dropbox •School
Management System (KanopySIS) •Quizziz •Powtoon •Canva •Worday •Stars



SKILLS AND INTERESTS

•Mission-driven •Professionalism •Accountability •Multitasker •Team-player •Solution-driven •Teachability •Impact-driven
•People-focused •Strong verbal/written communication •Strong organizing •Self-motivation •Critical thinking •Adapt new
technology •Strong analysis •Researcher •Joyful personality •Data tracking & management •IQ & EI •detail-oriented •Enjoy
diversity •Life learner •Enjoy adventures and travel •Cross-cultural skills •Customet service skills •Independence •Detail-
oriented



LANGUAGES

•Arabic (native speaker) •English •Basic Biblical Hebrew & Greek (Reading) •Levantine dialect • Gulf dialect



PERSONAL AND FAMILY TRIPS

United States, England, France, Spain, Holland, Italy, Cyprus, Greece, Austria, Bulgaria, Germany, Czechoslovakia, Switzerland,
Turkey, Lebanon, Kuwait, Iraq, Jordan, Syria, Tunisia, Algeria, Morocco, Sweden, Denmark, and Finland.