



MAYA HADDAD


SUSTAINABILITY/ ENVIRONMENT HEALTH AND SAFETY SPECIALIST





CONTACT ME

 Ajman, United Arab Emirates

 maya.g.haddad@gmail.com
maya.haddad@ajman.ac.ae
ehs@ajman.ac.ae








 <https://www.linkedin.com/in/maya-haddad-a064a860/>

  00971-52-7572696

SKILLS SUMMARY

-  Project Management
-  Technical Writing and Research
-  Audit and quality control
-  Public Speaking
-  Staff and Student Training

CERTIFICATES

-  Internal Auditor for the ISO Standards of Quality, Food Safety, Environmental Management Systems, and Occupational Health and Safety
-  Certified Fire Marshall (FM), Highfield (2015 & 2021)
-  Certified First Aider (FA), Highfield (2015 & 2021)
-  EHS Lead Auditor: ISO 45001:2018 (April 2019)
-  Nebosh International Diploma (In progress)
-  IOSH Managing Safely
-  HABC Level 2 Risk Assessment

PERSONAL PROFILE

Results-focused Management Professional offering over 10 years of experience, mainly in starting Sustainability and EHS initiatives from scratch, drafting policies & procedures and auditing systems in the areas of Climate Action, Sustainability, Occupational Health, Safety and Environment, Quality, Food Safety, and HACCP. Extensive knowledge in related ISO Management Systems, CAA standards, UAE MOE framework, EHS requirements for QS World Rankings, THE, and UN Sustainable Development Goals.

WORK EXPERIENCE

Sustainability/ EHS Manager

Ajman University | January 2023- present

- Developing and implementing sustainability/ EHS strategies and initiatives at the University
- Analyzing the environmental impact of business operations and identifying opportunities to reduce waste, conserve resources, protect biodiversity and promote sustainability practices
- Managing and executing the Sustainability & Corporate Social Responsibility (CSR) related initiatives
- Formulating action plans with defined objectives, targets and responsibilities to support the sustainability strategy taking into consideration the UN Sustainable Development Goals
- Developing and implementing the Climate and Sustainability Strategy and ESG (Environment, Social and Governance) framework of the University
- Developing the framework for annual sustainability reporting against international standards
- Planning activities and initiatives that promote sustainability with internal and external stakeholders
- Developing plans targeted to get high ratings and awards for the University in the areas of zero-carbo, zero-waste and sustainability/ sustainable development
- Embedding sustainability into the culture and traditions of the University community members
- Initiating projects and practices that integrate sustainability into University life and activities
- Monitoring the implementation of sustainability solutions on campus
Reviewing and continuously improving solutions towards sustainability;
Publishing annual reports about the achievements of Ajman University related to sustainability in accordance with international standards such as GHG protocol, QS Sustainability Ranking, THE, GRI, Stars AASHE, UI Green Metrics and others as required
- Developing training programs and spreading public awareness regarding sustainability matters at the University
- Empowering AU community members in shaping, applying and continuously improving the sustainability of Ajman University and beyond

MEMBERSHIPS



UN Higher Education
Sustainability Initiative



Nature Positive Universities
with UNEP & University of
Oxford



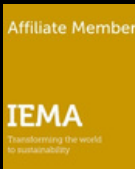
Race to Zero by UNEP,
EAUC & Second Nature



Arab Expert at Environmental
Center for Arab Towns



Emirates Green
Building Council



Institute of Environmental
Management & Assessment
Affiliate Member



Global Ambassadors of Sustainability

Emirates Higher Education Safety
Professionals Network (EHSPN)

Emirates Environmental Group (EEG)

International Society for Sustainability
Professionals (ISSP member and
mentor)

Emirates Council for Environmental and
Municipal Work: Awareness and
Education Taskforce member by
ministerial order from Ministry of Climate
Change and Environment-UAE

Emirates Council for Environmental and
Municipal Work: Transformative Projects
Taskforce member by ministerial order
from Ministry of Climate Change and
Environment-UAE

Emirates Council for Environmental and
Municipal Work: Policies and Regulations
Taskforce member by ministerial order
from Ministry of Climate Change and
Environment-UAE

Environmental Health and Safety Officer

Ajman University | May 2019 - present

- Key Initiative: Started the Office of Environmental Health and Safety from scratch, and developed the related manuals and procedures Initiated the EHS Committee with membership from students, faculty and staff members.
- Ensure that the Environmental Health and Safety Management System (EHSMS) processes are implemented and maintained in compliance with the framework of the Ministry of Higher Education and other regulatory requirements.
- Monitor, measure, and analyze the performance of the implemented management system and identify the need for further improvements Identify EHSMS training needs of employees and students
- Conduct toolbox talks and training for health and safety best practices Coordinate evacuation exercises to ensure that all stakeholders
- become familiar with these procedures
- Draft and implement emergency plans and procedures
- Draft and implement climate and sustainability strategy
- EHS Risk assessment, mitigation, and corrective action

Office Manager- Office of Chief Operating Officer

Ajman University | October 2017 - December 2022

- Edit and enhance existing policies and procedures for operational units under the Office of COO.
- Consolidate the yearly KPIs of operating offices under the COO to align with the KPIs of the COO and the University
- Assist in drafting reports, presentations, conducting in-depth research, benchmarking, trend analysis, and strategies
- Assist the COO in implementing quality checks on all communications, emails, announcements, safety measures that are shared with the University community members.
- Being an active member of several key committees and task forces
- such as Sports Day Committee, Happiness Committee, AU Women Empowerment Council, HR Policies taskforce, SACSCOC/ THE/ QS ranking task forces, Operations Committee, and Health & Well Being Committee.

Logistics and Administration Manager/ EHS Officer

Emirates Aqua Technologies Caviar Factory LLC
Abu Dhabi | June 2008- September 2017

- Managing a team of professionals including procurement, administrative support, stores, accounts, transportation, IT and public relations Developing company's Purchase Manual, Human Resources Handbook along with performance monitoring plan
- Developing Integrated Management System Manual, policy and procedures based on HACCP, ISO 22000 Food Safety Management System, and ISO 9001 Quality Management System
- Developing HSE (Health, Safety, and Environment) Management System Manual, policy and procedures based on OHSAS 18001 Occupational Health and Safety Management System, and ISO 14001 Environment Management System
- Acting as Management Representative for ISO Systems
- Acting as Lead Internal Auditor for HACCP, ISO 22000 Food Safety Management System, ISO 9001 Quality Management System, OHSAS 18001 Occupational Health and Safety Management System, and ISO 14001 Environment Management System
- Implementing requirements of USDA FDA/EU Commission for Export of perishable food products/Accreditation of Fish Farm
- Identifying and implementing departmental KPIs
- Preparing Payroll & End of Service Benefits for staff members

LANGUAGES

English - Advanced Proficiency
Band 8 in IELTS

Arabic - Native Proficiency

French - Working Knowledge

Spanish - Beginner Level

COMPUTER SKILLS

Highly proficient in MS word, Excel, Outlook, PowerPoint, Access

Adobe Acrobat Pro

Designing templates for

documents, reports, and presentations

Webpage content creation and design

HOBBIES

Self taught artist and painter

Zumba and fitness enthusiast

Singing and music

SUMMARY OF COMPETENCIES

Effective and accurate communication

Negotiation skills

Excellent in networking

Webinar presentation and moderation

Zero waste initiatives

Net Carbon initiatives

Climate Action

Environmental sustainability campaigns

Emergency Planning

Fluent in giving awareness sessions/ webinars on EHS related topics

EHS local and international laws

Incident investigation

Risk Assessment & Hazard Identification

EDUCATIONAL HISTORY

MBA-Environmental Health and Safety Leadership Universidad Católica de Murcia

Expected Date of Graduation: August 2024

Thesis Title: Impact of ESG (Environment, Social and Governance) standards on the operations of higher education institutions in the United Arab Emirates

BBA-Bachelor of Business Administration| June 2003 American University of Beirut

Activities and societies:

- Future business leaders' Club coordinator

- Accreditation CITA self-study subcommittee leader on leadership and organization standard - Steering committee member, AUB Poetry Club: Secretary, AUB Ambassador Program

AUB Task Teams for Accreditation: member in the planning and resource allocation subcommittee.

AUB Yearbook Committee & AUB choir

Graduated on the Dean's Honor List

TRAININGS

- IEMA Environmental Sustainability Skills for Managers
- NEBOSH IDIP- in progress
- GRI Certified Sustainability Professional
- IOSH Managing Safely
- Lead Auditor Training for ISO 45001 in occupational health and safety Internal Auditor for ISO 14001 in environmental management systems
- Training, NEBOSH IGSC in Health & Safety -NEBOSH/Emirates Institute for Health & Safety - Abu Dhabi, UAE
- Training, Transition to new ISO 9001/ISO 14001 standards SGS - Abu Dhabi, UAE
- Training, Project Management Course(PMP) -Al Khawarizmi College - Abu Dhabi, UAE
- Professional certificates from LinkedIn on topics such as:
 - Managing Organizational Change for Managers
 - Navigating Environmental Sustainability: A Guide for Leaders
 - Creating a Positive and Healthy Work Environment
 - Diversity, Inclusion, and Belonging for Leaders and Managers

CONFERENCES/ EXTERNAL ACTIVITIES

- Sustainability Workshop for school students at AU Winter Fest 2022, Ajman UAE (Presenter)
- Pre-COP27 Summit, online (Presenter)
- COP27, Sharm Elsheikh Egypt (Delegate and presenter)
- Waste Management Challenges at the national workshop by UI Green Metric World University Rankings, Sharjah UAE (Presenter)
- World ESG Summit, Dubai UAE (Presenter)
- Environmental Drawing Competition (Jury member)
- Make it Sustainable Forum, Ajman UAE (Forum concept developer, organizer, and session moderator)
- Interschool Environmental Public Speaking Competition (Jury member)
- National Climate Adaptation Plan of the UAE by the Ministry of Climate Change and Environment (Higher Education representative)
- The Circularity of Transport & Mobility Workshop (Participant)
- Arab Forum for Science Media and Communication (Communication for Sustainability) " Preparations for COP28", Uni of Sharjah UAE (Panelist) Networking event for Emirates Higher Education Safety Professionals Network, NYUAD UAE (Presenter)
- The Arab Green Summit, Dubai UAE (Master of Ceremonies)
- The UAE Industrial Symbiosis Symposium for the Circular Economy, online (Session moderator)
- Enhancing ESG performance: Measuring and Managing for Improved Business Resilience and Accountability, online (Panelist)
- SustainEd for COP28 Forum by Emirates Schools Establishment (Workshop presenter)
- COP28, UAE (Speaker and organizer of 8 sessions)