

TATWEBWA SOLOMON

Registrar & Learning Technologies Coordinator | Academic Administration | LMS / SIS
Administration

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Available for on-site relocation to Beirut, Lebanon | Currently completing MA studies at the American
University of Beirut

PROFESSIONAL SUMMARY

Education and learning-technology professional with 9+ years of experience in academic administration, student records and academic-lifecycle management, Learning Management System (LMS) and Student Information System (SIS) administration, academic scheduling, and faculty development. Currently completing an MA in Computing in Education at the American University of Beirut, with a focus on learning management systems, digital learning design, and education data systems. Demonstrated success leading LMS and SIS implementation, coordinating institution-wide timetabling and examinations, maintaining accurate and confidential academic records, transitioning records to digital systems, and coaching faculty in the use of digital teaching tools. A committed Christian, ACSI-certified in Biblical Integration, who works comfortably within ecumenical, interfaith, and cross-cultural environments. Methodical, discreet, and service-oriented in supporting faculty, students, and administration alike.

CORE SKILLS

- Student Records & Academic-Lifecycle Management (application to graduation)
- Student Information System (SIS) Administration, Data Accuracy & Migration
- Learning Management System (LMS) Administration & User Enrolment (Moodle / equivalent)
- Academic Scheduling, Timetabling, Examinations & Catalog Accuracy
- Records Digitization, Digital Archiving & File-Structure / Naming Conventions
- Faculty Coaching & Technical Support on Digital Teaching Tools
- Learning Design Support for Hybrid, Online & Regional Course Formats
- Faculty / Committee Meeting Coordination, Minutes & Reporting
- Data Confidentiality, Backup Systems & Records Integrity
- Cross-Cultural Stakeholder Collaboration & Coordination with IT

PROFESSIONAL EXPERIENCE

Learning Management System (LMS) & Student Information System Lead

The Amazima School, Uganda | 2019 - 2026

- Serve as primary administrator of the institution's LMS and Student Information System (SIS), leading planning, implementation, testing, course setup, user enrolment, and day-to-day technical support to faculty and students.
- Maintain accurate, up-to-date, and confidential learning records, certifications, and academic documentation as the official institutional record.
- Design and deliver staff training on digital learning tools, assessment tracking, reporting, and communication workflows, equipping faculty to use technology effectively in their teaching.
- Support transition of academic and learning records from paper-based to digital, searchable systems, improving accessibility, retrieval, and institutional resilience.
- Coordinate with IT on system configuration, updates, and data security, and produce participation and performance reports to inform leadership decisions.

- Identify and implement improvements to how digital learning platforms are used across the school's programs.

Deputy Head Teacher — Academic Leadership & Staff Development

The Amazima School, Uganda | 2024 - 2026

- Coordinate performance-review processes and structured development planning, aligning staff goals with institutional priorities.
- Support the professional growth of teaching and administrative staff through coaching, observation, feedback cycles, and follow-up plans.
- Collaborate with senior leadership to schedule professional-development sessions and academic activities across the calendar.
- Oversee documentation and reporting on staff performance, learning outcomes, and improvement actions.

Director of Studies — Academic Programs & Records Coordination

The Amazima School, Uganda | 2021 - 2024

- Designed and maintained the master academic schedule, coordinating school-wide timetabling, examinations, and reporting systems while avoiding scheduling conflicts.
- Managed academic records and reporting processes, ensuring accuracy, completeness, and retrievability of student information.
- Facilitated faculty collaboration meetings on learning quality and student progress, and supported instructional improvement through coaching and structured academic reviews.
- Coordinated with specialists to support inclusive education and targeted student support.

Head of Science Department — Team Leadership & Professional Learning

The Amazima School, Uganda | Nov 2018 - 2021

- Led departmental planning, goal-setting, and teacher performance support, and organized professional-learning and peer-support sessions.
- Mentored faculty in instructional delivery, assessment practices, and classroom management.

Science Teacher (Biology & Chemistry)

The Amazima School, Uganda | 2017 - 2019

- Delivered Biology and Chemistry instruction, assessed learners, and supported academic growth through remediation and feedback.

EDUCATION

Master of Arts in Computing in Education (In Progress)

American University of Beirut (AUB), Lebanon | 2025 - Present

- Focus: learning management systems, digital learning design, HR / education data systems, ICT integration, and basic programming (Python, HTML, CSS, Java).

Bachelor of Science with Education (Biology & Chemistry)

Uganda Martyrs University, Uganda | 2014 - 2017

CERTIFICATIONS & PROFESSIONAL TRAINING

- Biblical Integration Trainer — ACSI Certified
- Trust-Based Relational Intervention (TBRI) — Certified
- Registered Teacher — Ministry of Education and Sports, Uganda

TECHNICAL SKILLS

- **Learning Platforms:** LMS administration (PowerSchool), Student Information Systems (SIS), HRIS / learning-records systems.
- **Records & Data:** Cloud-based digital storage, file-structure and naming conventions, data backup, reporting and documentation.
- **Productivity & Programming:** Microsoft Office suite; basic programming in Python, HTML, CSS, and Java.

RELEVANT PROJECTS & ACHIEVEMENTS

- Led the planning, implementation, and ongoing administration of an institution-wide LMS and SIS, including faculty training and the move from paper-based to digital records.
- Coordinated school-wide timetabling, examinations, and academic reporting as Director of Studies, ensuring schedule accuracy across faculty and student calendars.
- Pursuing graduate research at AUB into learning management systems and education data systems, directly applicable to LMS administration and digitization initiatives.

LANGUAGES

English (Fluent) | **Arabic** (Currently learning — actively studying in Beirut) | **Luganda** (Fluent) | **Runyoro / Rutooro** (Fluent) | **Swahili** (Conversational)

FAITH & COMMUNITY ENGAGEMENT

- Personal commitment to the Christian faith and to serving the Church and faith-based institutions across cultures.
- Teen discipleship and youth mentorship (10+ years), providing spiritual guidance, counseling support, and Christian worldview formation.
- Comfortable working within ecumenical, inter-confessional, and interfaith environments.

REFERENCES

Available on request, including professional and church references.