**Gulfjobseeker.com CV No:** **925944**

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To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**EDUCATION:**

**TESOL Training International,** San Diego, CA

120 TESOL Certification, February 2012

**SAN DIEGO STATE UNIVERSITY**, San Diego, CA

Public Administration, minor in Criminal Justice with emphasis in Marketing

Bachelor of Science, 2005

**EXPERIENCE:**

**Princes Nora University, Riyadh, Saudi Arabia**

**2012-present Teach English as a Foreign Language to University Students**

* Design proper programs and curriculum keeping in mind the requirements of the students
* Implemented lesson plan given by school administrative
* Briefed the students with written presentations and explanations to make them well aware of the subject
* Managed the classroom activities and made sure proper decorum is maintained in the class
* Designed creative and educational programs that are both learning and source of enjoyment

**TESOL TRAINING INTERNATIONAL, San Diego, CA**

**2011-2012 Teaching English as a Foreign Language to Adults**

* Ability to evaluate student writing, reading, listening, pronunciation, speaking, and cultural skills effectively
* Prepare the lesson plans according to the needs of students
* Possession of excellent fluency and accuracy in spoken and written English
* Demonstrate coursework and conversational fluency in a second language
* Knowledge and experience with materials development, including assessments and analysis
* Ability to design and modify curriculum appropriate to the changing needs of a diverse student population
* Sensitive to understand, and ability to work effectively with the diverse academic, cultural, linguistic, and ethnic backgrounds

**2006-2011** **L-3 COMMUNICATIONS, San Diego, CA**

**Business Analyst**

* Assisted the Regional Manger with administrative support, and proposal writing, using ability to improvise, improve procedures, and meet demanding deadlines
* Handled the tasks of assisting and monitoring budgets
* Scheduled and monitored candidates for deployment and pre-screening activities such as language testing, medical screening, document control and security screening
* Processed all information regarding the candidates in the database and sent daily reports to the regional headquarters’ staff
* Organized travel arrangements, transportation, and hotel services when needed and processed monthly expense report

**VOLUNTEER EXPERIENCE**

**2010-2010** **Free LA! Youth Justice Coalition Program**

* As a team we fundraised $5000 in two week period for paint supplies and equipments needed
* The school is where the youth stays out of gangs, and build skills and experience in public speaking, research, budgeting, writing, music, art, and dance

**2011-2011 Muslim Community center**

* Tutor refugees in basic English skills
* Help refugees write resumes and prepare for job interviews
* Contact potential employers on behalf of refugees
* Accompany refugees to various appointments
* Pick up donated furniture, clothes, and goods and deliver them to refugees’ homes