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

**PROFILE**

I am a multi-skilled professional, who is good at problem solving and thrives with new challenges. An ambitious team player who recognises the importance of creativity, I can balance innovation with the responsibilities and expectations of a large company. I am able to research a wide range of subject matter with the ability to condense and prioritise complex information into accessible formats. Capable of managing a multitude of tasks simultaneously I can relate on all levels. I have excellent writing and editing skills, and communicate well with others.

**EMPLOYMENT**

**KING SAUD UNIVERSITY, Riyadh Saudi Arabia** January 2013-present

ESL teacher, teaching all levels. I have taught Medical English, EAP AND ESP as well as IELTS. I was involved in curriculum development and writing curriculum proposals as well as conducting Professional Development workshops. For advanced students I supervised an extended writing project conducted over several weeks.

Alongside teaching I also invigilated and marked exams, and conducted PET style speaking exams.

**AETG (Arabic Education & Training Group) Riyadh, Saudi Arabia** September –December 2012

esl instructor teaching all levels from pre-foundation to level 11, including intensive conversational classes

**OISE-YORK** July-September 2012

Teaching EFL to teenagers, preparing lessons, giving feedback on students spoken and written work and maintaining accurate registers and records of work

**NEWS INTERNATIONAL – THE SCOTTISH SUN**

Promoting a business seminar The Scottish Sun was holding for local businesses

**KWIK FIT INSURANCE**

Sales consultant selling insurance, working in a outbound target driven environment meeting and exceeding monthly targets, where quality and customer satisfaction is equally as important as sales

**GRAPEVINE PR & MARKETING**

PR and event co-coordinator, organizing events, liaising with contributors and participants, booking locations, preparing/distributing marketing material and generating press/media interest in events. I organised a jobs-fair, sourcing/booking a venue, finding props/materials and bringing on board exhibitors.

**BLACKWATCH TV**,

Researcher on ‘Banned in the UK’, a 4-part C4 documentary series, looking at censorship in the UK.

Story research, finding contributors, prepping them for the show, conducting interviews, preparing notes, setting up shoots and archive clearance

**BRIGHTER PICTURES**,

Researcher on ‘Tabloid Tales’, responsible for finding contributors, assessing their potential for the show, setting up shoots and archive research/clearance.

**WARK CLEMENTS**,

Responsible for archive research/clearance on a major historical series for the BBC, as well as setting up historical reconstruction shoots

**BRIGHTER PICTURES**,

Research/development scheme run by the channel 4 Research Center. I researched and developed a host of topics for and formatted proposals. I worked on two major productions, ‘**Diet another day’** for C4, a light-hearted look at the nation’s obsession with dieting and ‘**Nick Nairns and dinner ladies**’ an Exs for BBC Scotland. On both shows I was responsible for coming up with story ideas, researching and finding contributors, setting up shoots, securing location access and all archive clearance.

**BRIGHTER PICTURES**,

Researcher on the Ist and 2nd series of Bombay Blush, a factual entertainment series for the BBC. Responsibilities included generating ideas/strands for the show, finding/researching contributors, sitting in on edits and all archive clearance here and in India.

**Women’s Editor - RATHBONE C.I MEDIA**

Trainee journalist, appointed Woman’s Editor for the ‘Scottish Asian Voice’, a fortnightly newspaper by. As Woman’s Editor I sub-edited, researched and wrote articles and generated story idea.

**FRIDAY PEOPLE’** Newsletter, Assistant Editor/ Writer

Writing and editing articles on various issues, interviewing, gathering information, and editing and arranging the material into a relevant form for publication.

**EDUCATION/TRAINING**

Universityof Glasgow, **MA Honors English/History**

Subjects studied included: Discourse, Text and Context, Meaning, Language and Style in Literature

Linguistics

Universityof York**, Masters in Medieval Studies**

Subjects studied included: Art History, Literature and History of the 14th Century

University of Strathclyde **Writing for stage and screen**

A twenty-week course looking at the techniques involved in writing a stage/screen play.

**GMAC,** Glasgow, PD 150 training course

2-day training course on the techniques involved in shooting with a PD 150

**CAMBRIDGE CELTA**, Saxoncourt School of languages, London