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**Personal Information:**

**Gender :** Female

**Birth Date :** 28, July 1960

**Nationality :** Syrian

**Marital Status :** Married

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**Professional Experience:**

**February,2010 till Now : principal**

**Al-Bawader School**

Damascus – Syria

**Job Description:**

1. Follow-up/monitor techniques of class management (output , input , assessing ,

lesson plan , suitability of this techniques for level and type of class , achievement aims… )

1. Monthly reports of classroom observation/objectives of activity types/ learner’s & teacher’s role

/culture / assessment.

1. Follow-up weekly timetables .
2. Evaluate the aim and function of curriculum .
3. Monitor/evaluate summers’ activities and share experiences with learners to make

both professionally and culturally enriching.

1. Participate in School-Parent –community partnerships to provide critical support for

students achievement.

**February,2008 till 2010 : principal**

**International School of AL- Choueifat**

Damascus – Syria

**Job Description:**

1. Follow-up/monitor techniques of class management (output , input , assessing ,

lesson plan , suitability of this techniques for level and type of class , achievement aims… )

2.Monthly reports of classroom observation/objectives of activity types/ learner’s & teacher’s role

/culture / assessment.

3.Follow-up weekly timetables .

4.Evaluate the aim and function of curriculum .

5.Monitor/evaluate summers’ activities and share experiences with learners to make

both professionally and culturally enriching.

6.Participate in School-Parent –community partnerships to provide critical support for

students achievement.

**2002 till 2006: Inspector of English Language (coordinator- supervisor-consultant)**

**Directorate of Education**

Damascus - Syria

**Job Description:**

1. Supervise the Brevet and Baccalaureate(literary and scientific sections) final national

exams and the correction of the exams papers .

2. Supervise the acceptance and exams of the” Gifted School” students.

3. Administrative supervisor of schools in Damascus(supervise English teachers

Work/Assess and evaluate teaching and learning process for effective learning/Feedback).

4. Supervisor in Damascus region for schools related to UNESCO projects and the

pilot project of” Smart School”.

5. Participation in the united examination and national exams for preparatory and

secondary schools as a member of committee for setting national final exams for

the Brevet and Baccalaureate.

6. Member of the” National Local Team for Training English Teachers” in cooperation with

the Ministry bof Education and the British Council.

7. Member of the National Team for Curriculum Development in the Ministry of Education.

**1986 till 2002: English teacher**

**Ministry Of Education**

**Job Description:**

1. English Teacher in preparatory and secondary schools and in the Intermediate Institutes

of the Ministry of Education .

1. Teaching English in Tishreen University in Lattakia. (English Language Center/ Faculty of Science/ Faculty of Agriculture)
2. Teaching English for Diploma students in the Faculty of Education in Damascus University.

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**Education:**

**2006 :** Certificate of “Membership of TESOL” **(Convention Center in Tampa, Florida )**

U.S.A

**2005 :** UMBConline certificate of” Teaching English for Young Learners” **(University of Maryland )**

U.S.A

**2005 : “** Teacher Training” certificate  **(ALC / United States Embassy )**

Syria

**2005 :** Civic Education and English Language Teacher and Trainer-Training Program **(Ohio University)**

U.S.A

**2004 :** Civic Education and English Language Teacher and Trainer program **(Ohio University)**

U.S.A

**1996 :** Diploma of postgraduate studies in Administration and Educational guidance  **(Damascus University)**

Syria

**1994 :**  Educational Qualification Diploma **(Tishreen University )**

Syria

**1985 :** Bachelor of Art-Department of English **(Tishreen University)**

Syria

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**Skills**

**Skill Skill Level Years of Experience Last Used**

**Ms Office** good More than 2 years daily

**Windows, XP Pro.**  good More than 3 years daily

**Arabic Typing** good More than 4 years daily

**English Typing**  good More than 7 years daily

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**Languages:**

**Language Skill Level Years of Experience Last Used**

**Arabic**  fluent Mother Tongue daily

**English** fluent More than 28 years daily

**Persian** good 2 years daily

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**Courses:**

**-** Member of TESOL ( **TESOL Organization for ESL/ESOL**) Tampa – Florida **(March 2006)**

* Effective participation in the 40th annual TESOL Convention in Tampa – Florida.
* Held a presentation about AL-Sham countries especially Syria as the cradle of Old Civilizations & religions.
* Share this experience through the OCEL website strengthening our identities by transforming the Islam perception of Love, Tolerance ,and peace.

-Online course Via computer with UMBC **(University of Maryland, Baltimore county )** **(2004-2005)**

[**www.UMBC.edu/elc**](http://www.UMBC.edu/elc)

* Teaching English to Young Learners (TEYL).
* Methodology for teaching ESL/EFL.
* Intercultural Communication for EFL Teachers.
* Learner Centered Teaching.
* English for EFL Teachers .
* Oral Skills development for EFL Teachers strategies of NNS EFL teachers.

- **CIVICS courses (Greece – Athens 2005)**

* Civic education and English language teacher and training (CELTT) program sponsored by OHIO university And the bureau of education and cultural affairs in the U.S Department but was hosted at Athens–Greece
* Feedback of the six weeks of workshops and methodology classes that focused on combining content based instruction (CBI) with Civics.
* Technology classes.
* Civil Rights (Citizen and Citizenships).
* General Relations , Cultural Relationships.
* intercultural /co-cultural communications strategies.
* Leadership and Regional Cooperation.

**-** Courses in **administration / criteria for assessment and evaluation of curriculum / developing the national curriculum (Damascus –Syria 2005)**

* Administration Criteria for assessment and evaluation of curriculum for Developing the Component Exam.
* Contribute to the broader aims and objectives of the Education System in Syria.
* Result in appropriate, reliable, and valid assessment.
* Competence-based-assessment in cooperation with Islamic Organization of the Arab Countries and the Arab Organization of Education, Culture and Science.

- **CIVICS Education Course**: **(Ohio University-U.S.A.2004)**

* Civic Education and English Language Teachers and Trainer-Training (CELTT) program hosted at Ohio University in Athens,Ohio and sponsored by the Bureau of Education and Cultural Affairs in the U.S.Department.
* Six weeks of workshops and methodology classes that focused on combining Content Based Instruction (CB I) with Civics.
* Topics in Theory and Practice of CBI .
* Managing Innovation for TEFL Educators.
* Technology Classes.
* Civic Education.
* Civil Rights (Citizen and Citizenships).
* General Relations, Cultural Relationships.
* Characteristics of Cultural Relationships and Ways of classifying Cultures.
* Intercultural and Co-cultural Communication Strategies.
* Leadership and Regional Cooperation.
* Participation in Social activities and cultural excursion in the Mid West region of the U.S.A. and the “Fundamentals of Human Communities” classes by Chubu University in Japan.
* All members of CELTT program completed “Final Projects” and one of the biggest outcomes of program was OCEL website (Organization for Civic Education and English Language).
* Hold a presentation on “Environment and Environment Pollution”.