

AREEJ ALNEFAIE

PROFESSIONAL SUMMARY

Successful English lecturer offering 11 years of expertise in developing and implementing coursework focusing on English language. Talented in motivating students to read and write in order to improve proficiencies.

WORK HISTORY

Lecturer in English , 06/2010 to Current

Shaqra University - Shaqra, Saudi Arabia

-Give lectures to undergraduate students in different topics:

Basic language skills

Morphology

Transformational Syntax

Phonology

History of English Language

- a Guidance Personnel

- Examination officer

A quality assurance personnel, 10/2011 to 08/2013

Shaqra University - Shaqra, Riyadh Region

responsible for ensuring that educational processes and services meet the established standards set by NCAAA (The National Center for Academic Accreditation and Evaluation in Saudi Arabia)

English literacy teacher, 03/2009 to 07/2010

Educational Institution in Shaqra - Marat, Saudi Arabia

Assists struggling students aged 12 years and above to improve their literacy skills.

EDUCATION

Master of Arts, Linguistics, 11/2015

Essex University - United Kingdom

Bachelor of Arts, English Language, 01/2009

CONTACT

Address: Shaqra, Riyadh Region

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Nationality: saudi

SKILLS

- Student records management
 - Proofreading and editing
 - communicating with co-workers in all situations and succeed in a team environment.
 - Thinking outside the box and coming up with creative solutions.
 - Distance learning
 - Using different computer softwares and applications.
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LANGUAGES

Arabic

Native

English

Advanced

IELTS overall score 7

CERTIFICATIONS

- Internal Audit training course
 - Techniques for Writing Self Study Report for Programs course
 - Women Leadership Development Programme
 - Data Entry and Processing
 - Effective Management of the Academic lectures
 - The Art of dealing with others
 - Graphology
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