

HAYA M. ALKHELAIWI

- Contact info: H.Alkhelaiwi@mu.edu.sa

ENGLISH LANGUAGE LECTURER

An experienced English Language Lecturer with abilities in working with a wide-range of age levels providing appropriate, effective and creative instructions in teaching. Who is also committed and goal-oriented with strong communication and assessment skills.

EXPERIENCE

- MAJMAAH UNIVERSITY - KINGDOM OF SAUDI ARABIA **Sep 2019 – Present**
▪ **Full-time English Language Lecturer** – AlGhat College of Science and Arts.
- QASSIM UNIVERSITY - KINGDOM OF SAUDI ARABIA **Sep 2018 – Sep 2019**
▪ **Part-time English Language Lecturer** – Mithnab College of Science and Arts.
- QASSIM UNIVERSITY - KINGDOM OF SAUDI ARABIA **Jan 2015 - May 2016**
▪ **Part-time English Language Instructor** – Arrass College of Science and Arts.
- ARRASHAD SCHOOLS - KINGDOM OF SAUDI ARABIA **Sep 2014 - Jan 2015**
▪ **English Language Teacher.**

EDUCATION

- UNIVERSITY OF LEEDS - UNITED KINGDOM **2016 - 2017**
▪ **MA in Arabic and English Translation** (passed with Distinction) - School of Languages, Cultures, and Societies.
Graduation project: Three chapters of a book entitled *The Girl from Aleppo* by Nujeen Mustafa and Christina Lamb (8,528 words).
- QASSIM UNIVERSITY - KINGDOM OF SAUDI ARABIA **2009 - 2014**
▪ **BA in English Language and Translation** (Excellent Grade with a Second Class honor and a GPA of 4.63/5) - Department of English Language and Translation.

CERTIFICATIONS

- International English Language Test System (IELTS) **2018**

COURSES

- Computer assisted translation (CAT) Tools* at Translator Virtual Academy **16-20 Mar 2019**
- Translating Medical reports* at House of Translators **21 Feb 2019**
- Research Design and Organization Skills* at Qassim University. **8 - 12 Nov 2015**
- Teaching English Curricula Skills* at Department of Education Training and Scholarship. **9 - 10 Sep 2014**

AWARDS

- An award letter from the Royal Embassy of Saudi Arabia, Cultural Bureau in London. **2017**

SKILLS

- Teaching English Language to students as Second or Foreign Language.
- Planning, preparing and delivering lessons to students.
- Providing appropriate feedback on oral and written work.
- A computer literate (interactive whiteboards, projectors, and Microsoft Office).
- Performance-driven enthusiastic team player with excellent communication skills.
- Flexibility and willingness to work under pressure and to meet deadlines.