

# Abeer Alharbi

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Phone number: +017247175445

## **EDUCATION**

Indiana University of Pennsylvania (IUP), Indiana, PA

MA Teaching English to Speakers of Other Languages (TESOL) Expected Graduation date: May 2018

GPA: 3.75/4.0

Taibah University, Medina, Saudi Arabia

Graduation date: 2011

Bachelor Degree in English language

GPA: 3.88/5.0

## **PROFESSIONAL EXPERIENCE**

### **Teacher Assistant**

#### **ALI 6850- Academic Literacy, Spring semester 2018**

American Language Institute (Indiana, Pennsylvania, United States)

- Design and plan a mini activity each class (Tuesday and Thursday)
- Give students feedback and observe their performances during class activities.
- Attended and observed all classes and help the teacher or the students in class.
- Help students in class activity and answer questions.
- Designed and taught a whole lesson plan at the end of the semester for two classes.
- Assist in printing and email students in a class matter if needed.

### **Communication Representor**

**2015**

Hussein Abdul Ghani group (Medina, Saudi Arabia)

- Communicate with non-native speaker clients through phone and email.
- Email different companies internationally using the English language.
- Finish companies workers paperwork (contact embassy and local offices.)