

Aymen Alkhawlani

Profile

Years of experience as a translator and an ESOL instructor in Yemen and Turkey. I hope to find a full time position in a company that could use a bilingual, productivity-minded professional with skills.

Work Experience

Administrative Positions

- 2016 – Nov. 2017** **Alnasser University Center For Languages**
Occupation: Coordinator
Duties: Creating and revising system procedures, resolving administrative problems, facilitating the administrative process, registering students, entering information into a database, preparing monthly reports and observing teaching staff.
- Nov. 2015 – Feb. 2016** **Active Institute**
Occupation: Academic Manager
Duties: Running the department, solving administrative issues and making immediate decisions, making weekly evaluations for teachers' performance, selecting and hiring new teachers and writing monthly reports.

Teaching Position

- Dec. 2018 – June 2019** **Success International Language Center**
Occupation: ESL Instructor (Part Time)
- 2014 – 2017** **Modern American Language Institute (MALI)**
Occupation: ESL Instructor (Part Time)
- Dec. 2016 – Dec. 2017** **Waterford Language & Training Academy (Azal University)**
Occupation: ESL Instructor (Part Time)

Volunteer Experience

- April. 2022 – Present** Volunteer, Rediscovering the Antonine Wall Project
- Sep. 2021 – Oct. 2021** Volunteer, Storehouse, Belfast
- Jan. 2022 – July 2021** Volunteer, Friends of Scottish Settlers (FOSS), Falkirk, Scotland



Contact



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Airdrie, Scotland

Education

B.A. / English Literature

University of Sana'a
2011 - 2014


Languages

Arabic 
Native

English 
Proficient

Skills

Translation 

Web programming; HTML, CSS, JavaScript 

Microsoft office 

Competencies

- Comprehensive knowledge of all relevant teaching laws, academic policies, and administrative rules and regulations.
- Interacting with colleagues on a professional level and able to establish and maintain productive relationships with them.
- Able to work with a team or individually under pressure.