

Adam J. Abdi

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U.S. CITIZEN

PROFILE

Effective, resourceful and competent professional in the field of English teaching with a proven track record of successfully delivering Intensive EAP, ESP and DLI courses to variety of different students. With over 10 years' experience in the Kingdom of Saudi Arabia. Result oriented and committed to professional development, offering and achieving the highest standards by implementing the latest academic approaches and aiming for the best outcomes for the end users. Seeking a teaching role within a reputable organization where high personal standards, efficiency and integrity are expected and rewarded. **Currently in Saudi Arabia with a Transferable Iqama**

EDUCATION

2019	MA Tesol - Sunderland University
2016	Post Graduate Diploma in Tesol - Sunderland University, London
2010	Tesol Certificate 120 Hours - London
2010	B.S. of Arts - History University of Wisconsin, Milwaukee

ESL/EFL SKILLS

- Teaching DLI material and American Language Courses curriculum
- Preparing Students for KET and PET Exams
- Preparing Students for ALCPT test
- Teaching General English, ESP/ EAP (Academic, Business & ICT)
- Effective Classroom Management and Supporting Special Needs
- Using Ed-Tech Tools including Smartboard, LMS and Oxford I Tools
- Developing Excellent Student Rapport and Classroom Motivation
- Coursework Design
- Class Motivation & Administration
- Student Assessments
- Support and mentoring new staff
- Maintain attendance record for **RSAF** military students

PROFESSIONAL TRAINING

- Managing the Digital Classroom, Mr. Nik Peachey (Mar. 2016)
- Using Headway and Q-Skills Text-books Effectively, OUP Presenters (Jan. 2016)
- Using Notebook Software 11.1 and Smart-board, KSU Ed-Tech Unit (Mar. 2015)
- Developing Academic Language, Professor Stephen D. Krashen (Feb. 2014)

- General English, EAP and Discipline-Related English, Dr. Arthur McNeil (Mar. 2014)

AWARDS AND CERTIFICATES

- Professional Development Certificate, CPD Unit, KSU 2011-2016
- Teacher Mentor Certificate, King Saud University 2012-2016
- Certificate for Workshop Delivered, CPD Unit, KSU 2016

PROFESSIONAL EXPERIENCE

International Aviation Technical College (AARC)
Riyadh, KSA
English Instructor

August 2018 – Present

- Teaching general English, Aviation English and DLI
- Follow and supplement on syllabus; Headway, Headway Academic with culturally sensitive and level appropriate authentic material and games.
- Development of supplementary materials for English syllabuses.
- Create and edit lesson plans
- Keep journals of students' progress during the foundation year.

King Saud University (CFY/PY)
Riyadh, KSA
English Instructor

October 2010 – 2018

- Lectures EAP to academic students to KSU PYP year students.
- Follow and supplement on syllabus; Headway, Headway Academic, Q-Skills and English for Medicine with culturally sensitive and level appropriate authentic material and games.
- Development of supplementary materials for English syllabuses.
- Assessment and reporting of student performance.
- Preparation, administration and grading of placement, progress and achievement Tests.
- Provide the E-learning department with curriculum development.
- Attend meetings and training, and 100% accuracy in recording and submitting weekly attendance, exam results and curriculum audit via online portal.
- Use Ed-Tech tools and applications including Interactive Board, Smart Notebook, Oxford iTools, Learning Management System (Oxford Learn) and Blackboard.

Institute of Public Administration
Riyadh, KSA
English Instructor

August 2016 – 2017

- Prepare and deliver lessons to a range of classes for multi-level students from beginners to advance.
- Follow and supplement on syllabus; Oxford Practice Grammar, Oxford Speak Now, Oxford Writing for The Real World and Oxford Reading with culturally sensitive and level appropriate material.

- Grading students work, giving appropriate feedback and maintaining records of students' progress and development.
- Design and conduct tests, including quizzes, mid-terms and finals.
- Managing student behavior in the classroom.

Maximus Center for Languages

March 2003 – December 2007

Milwaukee, WI

Language Tutor

- Tutor English as a second language to new immigrants.
- Grade students work, maintain students' records and progress.
- Design curriculum and create lesson plans for the center.
- Run workshops and trips for young people and staff.
- Discussed student progress with non-English speaking parents.
- Worked with other teachers to design curriculum and create lessons.