

Munye Sufi, M.Ed.

Telephone: +966 55 0250403
LinkedIn: Munye Sufi
Email: munyesufi1988@gmail.com

PROFESSIONAL PROFILE

Results-driven ELT Department Manager with over a decade of progressive experience in military English language training, team leadership, and curriculum delivery in support of the RSNF. Demonstrated success in managing ALC curriculum delivery, analyzing ELT schedules and standards for compliance with DLIELC objectives, maintaining ALCPT readiness, and ensuring the integrity of instructional/testing materials. Proven ability to prepare and present reports and strategic briefings to support ELT initiatives and infrastructure planning. Strong background in educational leadership, program evaluation, and team development.

Munye holds an M.Ed in Educational Leadership, as well as an M.Ed in Curriculum & Instruction with a focus on Educational Technology. His leadership and management skills have been pivotal in building a cohesive team culture, resolving conflicts, and driving measurable success within the program.

Areas of Experience:

- Communication
- Presentation and Training
- Identifying Knowledge Gaps
- Leadership
- Creativity
- Conflict resolution
- Risk management
- Organizational skills
- Adaptability
- Interviewing
- Curriculum developer
- Change management
- Emotional Intelligence
- Problem Solving
- Team Building and Motivation
- Team player
- Judgement & decision making
- Training strategies
- Budgeting and resource management
- Time management
- Critical thinking
- Strong attention to details
- Learning strategies
- Multi-tasking
- Project planning
- People skills

Technical Skills:

- MS word
- OneDrive
- LMS- Canvas & Blackboard
- MS Teams
- Skype
- PowerPoint
- Excel
- Outlook
- SharePoint
- Zoom

PROFESSIONAL EXPERIENCE

English Language Department Manager
Salient/Govcio Jubail, KSA

6/01/2021 – Present

Responsibilities:

- Oversee and support 17 ELT instructors delivering the American Language Course (ALC) developed by the Defense Language Institute English Language Center (DLIELC).
- Provide advisory and managerial support to RSNF English Language School Commander on ELT policies, schedules, and testing.
- Analyze and enhance RSNF ELT schedules, instructional delivery methods, and assessment standards to ensure full alignment with DLIELC training objectives.
- Prepare and deliver reports, briefings, and point papers with recommendations for enhancing ELT/ALCPT.
- Evaluate instructors using customized guidelines and lead professional development efforts.
- Develop and revise SOPs to ensure instructional quality and compliance with program standards.
- Participate in interviews and onboarding of new instructors to maintain high staffing standards.

English Instructor:

Kratos Defense Jubail, KSA

7/29/2016 – 5/31/2021

Instructed DLI/ALC curriculum in a formal military environment and invigorated students to use English in their daily lives to increase language proficiency.

Responsibilities:

- Instructed DLI/ALC curriculum in a formal military environment and invigorated students to use English in their daily lives to increase language proficiency.
- Facilitated students' English grammar basics and developed their reading, writing, and speaking abilities.
- Taught seven periods each day with an average of 15 students in each class assessed students' level of learning, and prepared lessons accordingly.
- Prepared lesson plans and conducted activities that target confidence, perception, vocabulary building, pronunciation practice, and grammar.
- Directed ALCPT and utilized technology to develop interactive teaching activities.

English Instructor:

National Industrial Training Institute, DMM/Al Hasa, KSA 6/3/2014 – 7/10/2016

As an English Instructor, I contributed to the students' learning by preparing and delivering educational, interactive, and dynamic classes that helped prepare them for the IELTS exam. I have created a vibrant teaching atmosphere, ensured that the students were given enough opportunities to develop their four essential language skills, and tailored English teaching methods to suit the needs of individual students.

Responsibilities:

- Expedited the improvement process of students' reading, listening, speaking, and writing skills and implemented supplemental materials and activities.
- Educated grammar concepts at all levels and emphasized conversational fluency with learning strategies to teenagers and adults from beginner to advanced levels.
- Developed lesson plans and activities appropriate for each level and class and delivered IELTS and General English instruction covering the four macro skills.
- Analyzed student learning by organizing a summative assessment and provided individual feedback on the appropriateness of teaching strategies.

EDUCATION

- M.Ed. in Educational Leadership, Southeastern Oklahoma State University, Durant, OK, Expected graduation date **05/2025**
- 35 PDU/contact hours completed. PMP certification exam (**01/2025**)
- M.Ed. in Curriculum & Instruction-Educational Technology, Southeastern Oklahoma State University, Durant, OK, **06/2022**
- B.S., Healthcare Management, Franklin University, Columbus, OH, **05/2014**
- 140-hours TEFL/TESL/TESOL & Business English, Oxford Seminar, Cincinnati, OH, **05/2014**
- Six Sigma White Belt Certification

ADDITIONAL

- Munye's background in collegiate and varsity-level sports as a player, coach/mentor has equipped him with valuable team-building skills. He brings the key learnings from these experiences to his interactions with students and subordinates, fostering a collaborative and supportive environment.