

Alanoud Altalhi

Administrative Assistant

Address Jubail, Saudi Arabia

Phone 0555549848

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Passionate candidate with long professional experience in administration ,able to organize meetings and events and handle various unexpected tasks.



Skills

- Communication skills
- Multitasking
- Time –management
- Excellent English



Work History

2017- 201901

Course Coordinator /Translation lecturer

Princess Nora University PNU, Riyadh

- Designed and used assessments to monitor student learning outcomes.
- Checked on instructor lessons and communication in order to assess quality of education and assistance offered to students.
- Developed curriculum and lesson plans to achieve objectives of Course.
- Coordinated regular meetings to review course materials.

2015-2016

Graduate Administrative Assistant

University of Massachusetts Boston

Completed administrative and research duties per professor request.

- Copied, organized and distributed classroom materials.
- Maintained office records.

2014

Teaching Assistant, ESL Program

University of Massachusetts Boston

- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery

2016

College counselling-translator

ASC English School

- Meeting with students to explain the application process in applying to colleges in the U.S.A
- Translating, providing resources for Arabic speaking students.

2011- 2012

Intern Teacher

The 20 th High School, Riyadh, S. A.

- Taught Intermediate level high school students

2010-01 -
2011-01

English Teacher

Women's Cultural Institute, Riyadh, S. A.

- Provided student mentoring, Proctored exams, Developed curricula, Assessed students, Planned extra-curricular activities as Recreational Café head
- Prepared and implemented lesson plans covering required course topics.



Education

Master of Arts: Applied Linguistics

University of Massachusetts Boston

GPA: 3.550 /4

2016

very Good Assessment

2013

Advanced ESL Certificate, CELOP

Boston University

B.A.: English Language

Al-Imam Muhammad Ibn Saud Islamic University - Riyadh, Saudi Arabia

2011

with a Certificate of Languages and Translation

Al-Imam Muhammad Ibn Saud Islamic University - Riyadh

GPA: 23, 5 earning a Very

IELTS :6.5