

MONA AHMED SADEK ABDELFATTAH

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SUMMARY

A full-time Assistant Professor with a PhD in applied linguistics. A master's degree holder in TEFL, a CELTA certified instructor and a certified teacher trainer with more than 18 years of teaching experience

EDUCATION

- January 2022** **PhD in Applied Linguistics** AAST & Alex University
- GPA: 3.93
 - Specialization: discourse analysis
- May 2021** **Diploma in Advanced TOT in E-Learning**, Nottinghill College, Manchester, UK.
- February 2021** **Diploma in Training of the Trainer TOT**. Notting hill College, Manchester, UK
- June-July 2019** **Cambridge CELTA Certificate** British Council , Egypt
- Fall 2011** **Masters Degree in TEFL** New Cairo
- From **The American University in Cairo**
Core courses: TEFL-I, TEFL-II, second language acquisition, English grammar, intro. to linguistics, assessment, research
Elective courses: Second language writing, distance learning, research in EFL classrooms, corpus linguistics
- September 2005** **Diploma in Applied Linguistics/** Cairo Univ.
- Faculty of Arts, English Language and Literature Dept.
 - Grade: Good
 - Core courses: TEFL, assessment, second language acquisition
- 2000-2004** **B.A./Cairo University** Giza, Egypt
- **Faculty of Arts, English Language and Literature Dept.**
 - Grade: Very good

- B.A. with honor

EXPERIENCE

- August 2023 – Present** **Modern College of Business and Science** Muscat, Oman
Assistant Professor at *General Education Department*
- Teach several courses business writing, English composition I & II
 - Create syllabuses with benchmarking that follows the OQF
 - Worked on B.A. and M.A. programs for English language, and projects
 - Worked on PQP project
 - Designed sustainable education based plan for my Business Writing syllabus.
 - Designed, planned and supervised a trip on sustainability and recycling at one of the recycling facilities for my business writing students
 - Business Writing coordinator for summer 1
- December 2004 -present** **Sadat Academy for Management Sciences** Cairo, Egypt
Assistant Professor at *Faculty of Languages and Translation at the English Department*
teaching several courses: (on unpaid leave)
- English for business, English for HR, English for marketing, English for finance
 - Academic reading & writing
 - General English and conversation
 - Business writing: e-mails, memos, routine letters, etc.
 - Presentation skills
 - TOEIC
- February 2022 – June 2023** **Egyptian E-Learning University** Egypt
Part-time English instructor
- January 2015 – June 2015** **THE AMERICAN UNIVERSITY IN CAIRO** Cairo, Egypt
Part-time *English instructor at The School of Continuing Education*
- January 2014 – August 2014** **AMIDEAST/OMAN** Muscat, Oman
Full-time *GMAT & Arabic Teacher for Foreigners (U.S. Students)*
- April 2016 – June 2016** **AMIDEAST/OMAN** Muscat, Oman
Part-time AFL instructor (U.S. embassy Employees)
- Feb 2012 – May 2012** **AHRAM CANADIAN UNIVERSITY** 6th of October, Egypt
Assistant Lecturer teaching ESP and academic English
- January 2011-July 2011** **Cambridge International Training Centre (CITC)** Sudan
English Instructor teaching general and conversation for lower-intermediate to upper-intermediate.
- June 2007 – 2009** **AMIDEAST/Egypt** Dokki, Giza
General English Instructor for Adults
- 2006-2007 **School of Continuing Education/ AUC** Zamalek
General English Instructor for Adults

EXTRA CURRICULAR ACTIVITIES AND PROJECTS

- ✓ MEMBER AT THE NILETESOL
 - ✓ MEMBER OF THE DRAMA CLUB AT MCBS
 - ✓ MEMBER OF THE TEACHING, LEARNING, DEVELOPMENT AND RESEARCH COMMITTEE AT MCBS
 - ✓ WORKED ON PQP PROJECT AT MCBS
 - ✓ WORKED ON B.A. AND M.A. IN ENGLISH LANGUAGE , LITERATURE AND TRANSLATION PROGRAMS AT MCBS
 - ✓ PASSED THE FOLLOWING ONLINE COURSES AT FUTURE LEARN:
TEACHING ENGLISH ONLINE BY CAMBRIDGE UNIVERSITY &
INSTRUCTIONAL DESIGN: COURSE DEVELOPMENT BY UNIVERSITY OF CALIFORNIA, IRVINE.
 - ✓ PRESENTED A F2F WORKSHOP AT MCBS TITLED “USING TEAMS’ CLASSNOTEBOOK TO ENGAGE LEARNERS”
 - ✓ PRESENTED A F2F WORKSHOP AT MCBS TITLED “USING AI APPS TO CREATE LESSON PLANS AND MATERIALS”
 - ✓ SUCCESSFULLY PASSED THE FOLLOWING MOOC COURSES: TEACHING ACADEMIC WRITING FOR UNDERGRADUATE STUDENTS AND PROFESSIONAL DEVELOPMENT FOR TEACHER TRAINERS
 - ✓ PRESENTED AN ONLINE WORKSHOP TITLED “HOW TO KEEP STUDENTS ENGAGED AND MOTIVATED IN A F2F CLASS USING E-LEARNING APPLICATIONS”.
 - ✓ PRESENTED A WORKSHOP TITLED “FOSTERING CREATIVITY IN EFL TEACHERS IN HIGHER EDUCATION” AT OMAN 22ND INTERNATIONAL ELT HYBRID CONFERENCE ‘THE 21ST CENTURY LANGUAGE CLASSROOM: CHALLENGES & OPPORTUNITIES HELD AT SULTAN QABOOS UNIVERSITY, MUSCAT.
 - ✓ PRESENTED AN ONLINE WORKSHOP TITLED “TEACHING CREATIVITY AND PROBLEM-SOLVING IN THE EFL CLASS FOR STEM UNDERGRADUATES” AT THE ELC’S 10TH ELT SYMPOSIUM ‘EDUCATION, LEARNING, AND TEACHING: NAVIGATING TOMORROW’S TALENTS’ (ONLINE) UTAS, SHINAS, OMAN
 - ✓ PARTICIPATED AS A TEACHER TRAINEE IN THE ITE (INTRODUCTION TO TEACHING ENGLISH) PROVIDED BY THE SCE (SCHOOL OF CONTINUING EDUCATION) AT THE AMERICAN UNIVERSITY IN CAIRO
 - ✓ PRESENTED A WORKSHOP TITLED “BUILDING CREATIVE WEBQUESTS FOR BUSINESS WRITING” AT THE EGYPTESOL 11TH ANNUAL CONVENTION, DECEMBER 2010
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SKILLS

Computer Skills:

- Excellent Knowledge of Word
- Very Good Knowledge of Windows & Internet Explorer
- Very Good knowledge of Excel
- Very Good knowledge of Power Point

- Very Good knowledge of the use of Blackboard or WebCT
- Designing online courses

Language Skills:

- Native language Arabic
- High level of proficiency in English Academic IELTS 8.5/9 with band 9 in speaking (26th Nov 2022)
- high level of proficiency in English
TOEFL iBT: 107/120
- Some knowledge of written and spoken French

INTERESTS

Reading, travelling, swimming, open-air activities

PERSONAL INFORMATION

Date of Birth: 10/12/1982

Nationality: Egyptian

Marital Status: Married