

Fadwa Sleiman

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Career Objective

A multi skilled instructor with a profound experience in mentoring and educational guidance devoted to good practice and innovation. Possessing strong communication skills, innovative ideas, ability to adapt, committed to any given task, friendly personality and hardworking attitude.

Education

- May 2000** **Newcastle University**, Newcastle Upon Tyne, UK
Masters of Education in TESOL
- September 1989-** **Lebanese American University**, Beirut, Lebanon
February 1992 *Bachelor's of Arts in TEFL*
Teaching Diploma
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Professional Experience

- September 1999-** **English Instructor, Full Time Faculty**
Present English Language Center/ Intensive English Program
University of Sharjah
United Arab Emirates

Job Responsibilities:

- **Preparatory Program Coordinator:** setting the course outlines and all Midterm and Final Exams and supplementary materials for Reading, Writing, Listening & Speaking and Grammar across all UOS campuses: the main campus, Khorfakan, and the Community Colleges.
- **Reading Special Skills Course Coordinator:** preparing course outlines and all exams along with supplementary materials for teachers to use throughout the academic year.
- Providing quality instruction to develop students' academic skills, language competence and breadth of knowledge.

- Mobile-Learning: Delivering lessons with exclusive use of the iPad and E-Textbooks.
- Participating in curriculum/assessment development work as needed.
- Designing assessment tasks that abide by the agreed course objective, course / level requirements and agreed standards.
- Contributing to the students' personal development through the promotion of a suitable learning environment both inside and outside the classroom.
- Teaching IELTS and TOEFL to levels 1 through 4.

Highlights:

- Member on the **IEP Council Committee**. This committee is chaired by the director of the ELC. The members are his assistants, coordinators of foundation and skills programs and the Faculty representative.
- Member of the **External Exam Committee**. This committee is responsible for liaising with IELTS or TOEFL centers who are responsible for administering the exam on UOS premises.
- Member of the **Exam and Assessment Committee** which involves responsibilities in writing exams, editing and proofreading.
- Member of the **Community Services Committee (CSC)**. The purpose of this committee is to serve the community at large by identifying and providing opportunities to the local public/companies/schools to learn English as a Foreign Language.
- Member of the **Evaluation of Teaching Committee**: This committee looks into the evaluation of Teachers' form. Questions are always evaluated and modified in order to ensure their reliability and credibility.
- Member of the **IEP Newsletter**. This committee is responsible for compiling and issuing a newsletter which publishes news pertaining to the ELC and its students.

September 1994 - ESL Instructor

June 1999

Institutes of Nursing
Abu Dhabi
United Arab Emirates

Job Responsibilities:

- Taught ESP (Medical Terminology) and Academic English to nursing students
- Conducted class observations and provided ESL guidance, support and constructive feedback to colleagues.
- Liaised with School Management Advisors, Curriculum Support Specialists and the ESL Manager.
- Provided translation services of reports, speeches, and articles pertaining to the Ministry of Health.
- Delivered professional development to a variety of audiences.
- Kept accurate records / documentation.

- Ensured information regarding the teachers' professional development is available at all times.

Highlights:

- Compiled ESP materials as part of Material Development.
- Participated in the Recruitment Campaign organized by the Institutes of Nursing across all the Emirates.

September 1993 – English Language Teacher

June 1994

Al Samha Public School for Girls
Abu Dhabi
United Arab Emirates

Job Responsibilities:

- Taught English Language to Third Secondary Students.
- Tailored English teaching methods to suit the needs of students.
- Recorded and monitored students work.
- Assisted students to improve their conversational English.
- Observed, assessed and provided feedback to learners using a wide range of methods to ensure quality standards are met.

Highlights:

- Designated a “Writing Clinic” with the help of student volunteers to tutor students more intensively in writing.

**January 1993 -
June 1993:**

English Language Instructor

Al Worood Private School
Abu Dhabi
United Arab Emirates

Job Responsibilities as English Language Instructor:

- Taught English to Grades 2 and 3.
 - Formulated content and reinforcement activities to enhance student skills, thus improved their listening/speaking skills through theme based lectures.
 - Organized school field trips and sports events.
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Skills

Skill	Skill Level
Interpersonal skills: critical & analytical thinking skills, leadership and team building.	Expert
IT Skills: (MS Office Applications and Internet Usage)	Expert

Languages

Language	Skill Level
English and Arabic	Expert

Personal Information

Gender:	Female
Nationality:	Canadian Lebanese
Visa Status:	Residency Visa
Marital Status:	Married
No. of Dependant:	3
Driving License:	UAE and Canadian

References

Name	Job Title	Phone	Email
Ms. Eleni Pithis	Assistant Director UOS	06-5053227	epithis@sharjah.ac.ae
Dr. Amira Traish	Foundation Program Coordinator	06-5053244	atraish@sharjah.ac.ae