

Curriculum Vitae

Personal information

-First Name Jameel
-Sur Name Khatib
-Address Turkey – Reyhanli
-Mobile Number (00905454242338)
-E-Mail Address: gamil_khatib@hotmail.com
-Nationality: Syrian
-Marital status: Single



Career summary

-Responsible English teacher with excellent communication skills demonstrated by 6 years of teaching experience.

Qualifications

-Master of Simultaneous Translation (Damascus University) Syria (2012)
-B.A. in English literature and applied Linguistics(Aleppo University) Syria (2009)
-B.A. in computer science (Lebanese International University) Lebanon (2011)
-Test of English as a Foreign Language {TOEFL}Saudi Arabia(2009)
-International Computer Driving License {ICDL} Syria (2010)
-Supervisor in marketing (Direct Sale) - Golden Group Company for Water Technologies –Syria (2008)

Core Qualification

-Managing classrooms for diverse populations
-Active participation in {groups –plans –events}
-Excellent classroom management
-Strong collaborator
-Innovative lesson planning
-Effectively work with parents

Professional Experience

-Development plan

Planned and conducted activities for a balanced program of instruction, demonstration an work time that provided students with opportunities to observe, question and investigate.

Teaching experience

-Taught in Almotaqadimah private schools in Riyadh (2008-2009).

-Worked as EFL Teacher in public schools (primary- intermediate –secondary) in Syria (2007).

- Taught (*Interchange –Headway-Cutting Edge*) in many private institutes in Syria and Saudi Arabia (2010).

-Worked as a teacher of {Grammar-Translation-Composition-Conversation} in private institutes like {Alfarabi-Higher Institute of Languages – Al taqadom} in Syria.

-Director and manager for English Language Development Project in the International Advanced School (2011).

-Taught and directed English developing project in the advanced school in Riyadh.

-Participated and taught in the (pre English language classes) in the Advanced School.

-Worked as a lecturer in Aljazeera International Academy in Riyadh (2012).

-practiced and taught Oxford courses under the supervision of the Ministry of Education in Saudi Arabia (2011)

-Presented many monitored standard lessons using power point slides. They were highly evaluated

-Worked as a translator in Carlton hotel in Syria (2011).

- Recommended to be a member in English language development group by Seamus Hearken (English Project manager in the British Council) (2012).

- Taught English in Al-Faris International School in Riyadh (2012).

-Taught headway new series in Al-Farabi College (Language center) in Riyadh(2011-2012).

- prepared and supervised on producing conversation videos at Orient Languages Center –Turkey (1/12/2013-20/1/2014).

- Taught Headway series and TOEFL preparation course at Orient Higher Institute of Languages(2013-2014)

- Taught English at the Free Syrian University in Turkey(2013-2014)

-Planned and supervised TOEFL Preparation course at Rawasi Training Center in Turkey (2013-2014)

-Responsible for the educational projects at the Ministry of Education (Syrian Interim Government 2014)

-Worked as an EFL trainer at International Rescue Committee (American Organization –Turkey)(2014)

- worked as a head of Orient Languages Center in Turkey(2014) .

Computer Skills

- **Professional** in using Computer Programs and the Internet (Word-Power point-Excel-Internet)

Community Involvement

-**Participated** in a wide variety of charitable works to support the civilian community .AVAS Campaign (2012).

Training & workshops

- **Attended** a series of training sessions about using the Modern teaching methods and implementing them in EFL classrooms “Presented by the British author George Roach at Radisson Hotel in Riyadh” (2010).

-**Contributed** and is still attending sessions for teaching English in modern methods (Riyadh 2010).

-**Attended** a complete specialized session for analyzing and improving Oxford courses , Riyadh (2011).

-**Shared** and exchanged experiences with many Professionals and experts from Canada, USA, Britain, and Lebanon.

The previous groups of friends have been working in many universities like (Aljazeera International Academy –Imam Mohamed Bin Saud University) (Tabouk University) (2011).

-**Accomplished** many training workshops in Cooperative Teaching {using groups in teaching} in the British Council ,Riyadh(2010-2011).

-**Finished** a training sessions in managing smart classrooms in King Faisal Center for the Gifted presented by the well- known American expert (Roy bowery) (2011).

- **Attended** the ELTPN workshop on how to continue your professional development on (2) June ,Riyadh(2011)

- **Attended** the ELTPN workshop on bringing course books to life on (31) March, Riyadh (2011).

-**Attended** the ELTPN workshop on teaching & developing writing skills on (24) February, Riyadh (2011).

-**Attended** the ELTPN workshop on teachers of technical English & ESP on (9) May, Riyadh (2011).

-**Attended** the ELTPN workshop on pre-conference presentation on (15) December ,Riyadh(2011).

-**Attended** the ELTPN workshop on active learning on (19) February, Riyadh (2012).

-**Attended** the ELTPN workshop on fun activities for teaching English spelling on (7) May, Riyadh (2012).

-**Attended** the ELTPN workshop on the act of balancing an effective class on (10) May, Riyadh (2012).

-**Member** in the ELTPN network under the leadership of Zina Bowey in the British Council, Riyadh (2011).

ELTPN:" English Language Teaching Professional Network".