

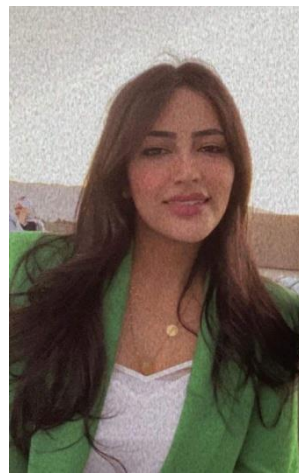


QFG11/0110 - 3.1E

Curriculum Vitae Form - Procedures of Appointment and Promotion Committee

**Ruba Ahmad Al-Shahwan****PERSONAL SUMMARY**

Experienced in Teaching in accordance to the American Curriculum. Experienced in teaching childhood, teenagers and university students by taking into consideration their various psychological demands. Committed to giving students the best possible education, and helping them to develop a lifelong enthusiasm for learning through delivering high quality English lessons. I have excellent relations with administration, colleagues and student's parents. I am particularly skilled in managing, monitoring, leading and planning a well prepared annual and weekly plan to implement the targeted educational objectives set by the Jordanian Ministry of Education. I'm eager to create a healthy classroom atmosphere by encouraging students to respect each other and understand the human equality among them. I'm capable of monitoring pre-service teachers and keeping them up to date. I'm familiar to more subject areas in translating. Capable of translating legal documents and scientific contexts.

**AREA OF EXPERTISE**

- Organizational skills
- Foreign language skills.
- Ability to provide public speaking translation.
- Solid interpersonal skills and ability to adapt to a fast-paced, changing environment and work problems.
- Proficient English written and oral communication.
- Microsoft office skills.
- Strong Decision Maker.
- Complex Problem Solver.
- Research Knowledge.
- Good time management skills.



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**SKILLS**

- Responsible.
- Patient.
- Work under pressure.
- Confidence.
- Super Organized.
- Energetic.
- Resourceful.
- Self-motivated
- Excellent communicator.
- Tactful & articulate Problem solving.
- Team player.
- Influencing skills.

**PERSONAL DETAILS**

- Name: Ruba Ahmad Al-Shahwan.
- Date of Birth: 17 JUL 1990.
- Resident: Amman– Jordan.
- Mobile:+962797090239/+962798025595.
- Email: [r.alshahwan@zuj.edu.jo](mailto:r.alshahwan@zuj.edu.jo)

**ACADEMIC QUALIFICATIONS**

- University of Petra /Amman– Jordan Master of Translation SEP 2014 – AUG 2016
- University of Jordan / Amman – Jordan Bachelor’s degree in Foreign Languages (German /English) SEP 2008 - JUN 2012

**CAREER HISTORY****English lecturer at Al-Zaytoonah University OCT 2017 – Present.**

In charge of providing students with the highest quality in teaching and supporting. Responsible for planning effectively and being aware of the needs of pupils of different abilities.



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**Duties:**

- Preparing semester and annual plans including: outcomes, time frame, tools and reporting the reflection and obstacles; if found for each class. Organizing a weekly plan for the achieved outcomes and checked by the supervisor.
- Improving student's communication skills through encouraging them to make a lot of speaking tasks
- within group and pair working. Assisting students in setting up a well- prepared presentation.
- Preparing mid- terms and final exams.
- Encouraging students to take responsibility for their own actions.
- Keeping accurate student registers and attendance records.
- Attending parent's evenings and talking to people.
- Making effective use of online, audio and video resources to achieve academic aims and objectives.

**Universal schools (international section) MAR 2015 - JUN 2017**

Prepared for daily classes, finalized a weekly plan to ensure the needed objectives within the scheduled time. Emphasized students understanding the four English skills appropriately in order to communicate well not even inside school; but also in their community.

**Duties:**

- Preparing annual calendar in accordance with faculty guidelines.
- Planning lessons and assignments.
- Leading discussion sections with students.
- Grading papers and exams to ensure students understand material and stay on track.
- Collaborating with faculty and students on numerous educational issues.
- Advising faculty on needed services and improvements
- Preparing lectures and class activities.
- Guiding students in preparation for final exams.
- Motivating and supporting students at all levels in order to achieve success.
- Meeting with students over whom there are concerns and contacting their parents if necessary
- Carrying out additional duties/tasks required for the effective operation of the school, as directed by the Principal



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- Facilitating a learning experience that provides students with the opportunity to achieve their best potential.
- Challenging underperformance & putting in place effective procedures to deal with any short comings
- Providing feedback to students in such a way that supports their progress.

**AL – Lubban School SEP 2014 – JAN 2015**

#### **KEY SKILLS AND COMPETENCIES**

- Interacting with colleagues on a professional level and able to establish and maintain productive relationships with them.
- Supporting and promoting the ethos of a company.
- Enforcing company rules and regulations.
- Active team member with self-drive and motivation.
- Able to accurately use all modern-day technological equipment.

#### **PERSONAL**

- Willing to take full responsibility for own professional development and duties in relation to company policies and practices.
- Can make quick decisions.
- Possessing a friendly, approachable and reliable nature.
- Can function well in a target driven, hectic and fast-paced environment.

#### **REFERENCE**

- Available on request.