

# HANI K. ERTEMI

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## EDUCATION

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- MA** Academy of Graduate Studies (AGS), Applied Linguistics December 2013  
Thesis: “The Impact of Instructional Scaffolding on Students' Performance”  
Advisor: Prof. Reda Elmabruk
- BA** University of Zawia – Libya, English Language and Literature July 2010

## CERTIFICATES AND AWARDS

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- CELTA Certificate in English Language Teaching to Adults** 2019  
*An initial qualification awarded by Cambridge ESOL, part of the University of Cambridge.*
- PCELT Professional Certificate in English Language Teaching** 2017  
*A professional qualification awarded by SIT Graduate Institute / World learning.*

## TEACHING EXPERIENCE

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- University of Tripoli (UOT), Tripoli, Libya** Mar. 2015 to Aug. 2019  
**Lecturer**, Department of English
- Taught Academic Writing, an undergraduate course averaging 120 students per semester, covering the following topics: Paraphrasing, Summarizing, Quotations and Referencing.
  - Developed quizzes, exams, and homework
  - Revised the syllabus to meet accreditation standards
  - Encouraged students to develop writing goals and then work to tailor each assignment to these goals.
- University of Tripoli (UOT), Tripoli, Libya** Sept. 2016 to Jul. 2019  
**Lecturer**, Department of English
- Taught (CALL) Computer Assisted Language Learning, an undergraduate course averaging 50 students per semester, covering the following topics: E-Testing, VLE and Authoring tools.
  - Developed Computerized quizzes, exams, and online homework
  - Revised the syllabus to meet accreditation standards
  - Used online learning management systems to organize content and communicate with students outside of class to encourage clarity and transparency.

**University of Tripoli (UOT), Tripoli, Libya** Mar. 2015 to Aug. 2019  
**Lecturer, Department of English**

- Taught Essay Writing, an undergraduate course averaging 70 students per semester, covering the following topics: Planning, Brain-storming, Developing paragraphs and peer-editing.
- Developed quizzes, exams, and homework
- Revised the syllabus to meet accreditation standards
- Coordinated grading and labs with a team of 4 teaching assistants

**National Oil Corporation (NOC), Tripoli, Libya** Aug. 2018 to Aug. 2018  
**Trainer, Department of Interior Training**

- Designed and taught Technical Report Writing program to senior engineers in the oil industry
- Designed and revised the syllabus to meet accreditation standards.
- Designed and delivered presentations on writing and presentation style.
- Developed a needs analysis questionnaire and analyzed results.

**Petroleum Training & Qualifying Institute (PTQI), Tripoli, Libya** Oct. 2017 to June 2018  
**Instructor, Department of English**

- Taught English writing to trainees from the oil industry
- Developed quizzes, exams, and homework
- Evaluated student writing with an emphasis on skills that are transferable to other classes and contexts

**Global Training Center (GTC), Tripoli, Libya** Nov. 2016 to June 2017  
**Teacher, Department of English**

- Taught English for Specific Purposes ESP to trainees from the Atomic Energy Establishment (AEE Libya).
- Developed quizzes, exams, and homework

**Easy Way Aviation Training Center (EWATC), Tripoli, Libya** Nov. 2014 to Jan 2019  
**Instructor, Department of Training & Development**

- Taught Aviation English and English for Cabin Crew to Flight Attendants and Flight Dispatchers from the Civil Aviation Authority – Libya (CAA - Libya).
- Adopted syllabus to meet trainees' abilities.
- Integrated authentic material to develop trainees' dependability
- Ran discussions and debated about topics related to technical English

**Alrefaq University, Tripoli, Libya** Feb. 2014 to Apr. 2014  
**Instructor, Department of English**

- Taught Second Language Acquisition SLA, an undergraduate course averaging 25 students per semester, covering the following topics: Language Acquisition and Learning, Theories of Language Learning, Methods of Teaching, etc.
- Developed quizzes, exams, and homework
- Revised the syllabus to meet accreditation standards

**Manar-Oxford Training Center (MTC), Tri, Libya**

June. 2013 to Sep. 2013

**Instructor**, Department of Training

- Taught General English to trainees from the National Oil Corporation NOC Libya.
- Adopt syllabus to meet trainees' level.
- Designed and delivered quizzes
- Sat and marked homework regularly
- Established a group journal to encourage participation

**Nebras Africa Training Center, Tri, Libya**

July. 2011 to July. 2012

**Instructor**, Department of Training

- Taught Technical English to trainees from Zawia Oil Refinery
- Adopt syllabus to meet trainees' level
- Used authentic material to put trainees in the context of the course and encourage dependability.
- Developed quizzes, exams, and homework

#### **RELATED EXPERIENCES**

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**University of Tripoli**, Head of the English Department, Department of English, 2017-2019

- Established and monitored the conduction of the teaching plans
- Assessed progress of the English Language Teaching program in the department
- Ran meetings on regular basis to ensure that standards are met
- Designed and scheduled several workshops and seminars

**University of Tripoli**, Quality Assurance Coordinator, Department of English, 2018-2019

- Created regular opportunities for teachers to share, reflect and improve on class practice
- Led department meetings to ensure a focus on improving students' outcomes
- Ensure assessment and feedback strategies are up to standards
- Played a major role in ensuring the development of faculty members
- Ensured all staff followed the expectations of the department and maintained the standards at all times

**University of Tripoli**, Documentation Controller, Department of English, 2016-2016

- Maintained roles included letter drafting
- Filed and maintained the contractual records and documents
- Scheduled meetings and maintained a record of meeting notes

#### **PUBLICATIONS**

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##### ***Journal Publications***

Ertemi, H.K., and Belshek, J.A., "Peer Feedback as a Tool of Professional Development," *Al-Satil*, 13. No. 20, 2019, pp. 07-18.

## PRESENTATIONS AND INVITED LECTURES

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**Workshop**, "Learning Objectives: Setting Smart Objectives for a Lesson Plan," Tuesday Seminar, 2018.

**Workshop**, "Planning Language Lessons: The PCELT Way," Tuesday Seminar, 2018.

**Workshop**, "Giving Clear Instructions," Tuesday Seminar, 2018.

**Workshop**, "Achieving Accuracy and Avoiding Plagiarism in Academic Writing," Tuesday Seminar, 2017.

**Workshop**, "Using Track-changes as a means of Reviewing Graduates' Research Papers," Tuesday Seminar, 2017.

## PROFESSIONAL TRAINING

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### **English Language Teaching Conference ELTC Libya**

Misurata University & British Council Libya, Misurata University, May 17<sup>th</sup>, 2017

### **Approaches to Supervising Graduates' Projects**

Faculty of Education, UOT Tripoli, October 4<sup>th</sup>, 2016

### **English Language Teaching Day**

British Council Libya, BC Tripoli, March 18<sup>th</sup>, 2013

## PROFESSIONAL AFFILIATIONS

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Oxford Teachers Academy, 2017-Present

## COMMUNITY SERVICE

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### **Bader Foundation**

Education Specialist, Tripoli, Libya, 2017-2018

### **Albab Al-Elm School**

Training Coordinator, Tripoli, Libya, 2017-2018

### **Humanitarian Action Network**

Founder and CEO, Tripoli, Libya, 2020

## LANGUAGES

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**Arabic:** Native

**English:** Native-like