

# AFAF JABER

Assistant Lecturer

## CONTACT DETAILS:

Phone: 050383622732

Email: afafjaber709@gmail.com

LinkedIn: Afaf Jaber

Istanbul, 34 34433

## SKILLS:

- Immersive activities
- Test Proctoring
- Assignment grading
- Technology-savvy
- Video recording
- Knowledgeable about activities
- Student records management
- Tutoring and mentoring
- Interpersonal Communication
- Differentiated instruction
- Excellent work ethic
- Microsoft Office
- Responsible
- Teambuilding
- Software
- Communication tools ,Social Media, Spreadsheets, Word Processing and desktop Publishing Tools, Presentation Tools, Write professional correspondence on the office manager using Microsoft Word.

## CERTIFICATIONS:

- Certified Basic Techniques for Teaching Skill', Al-Jumana Center for training
- Operational Planning. Al-Jumana Center
- Total Quality Management. AlJumana Center
- Professional Ethics. AlJumana Center
- Distance Education and training specialist (Level 1 & Level 2).

## CAREER HISTORY

### LECTURE ASSISTANT

University of Tripoli, Libya - May 2015 to Current

- Checked assignments, proctored tests, and provided grades according to university standards.
- Taught small groups of students focused on specific parts of coursework.
- Mentored students through office hours and one-on-one communication.
- Prepared lessons according to course outline to convey all required material and deepen student understanding of subject matter.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Carried out day-day-day duties accurately and efficiently.
- Worked closely with colleagues to maintain optimum levels of communication to effectively and efficiently complete projects.
- Used coordination and planning skills to achieve results according to schedule.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.

### UPPER GRADE COORDINATOR

ZEMAS School Istanbul, Turkey - Aug 2019 to Aug 2020

- Identified issues, analyzed information and provided solutions to problems.
- Maintained energy and enthusiasm in fast-paced environment.
- Used Microsoft Word and other software tools to create documents and other communications.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Worked flexible hours; night, weekend, and holiday shifts.
- Managed team of 25 employees, overseeing hiring, training, and professional growth of employees.
- Exceeded goals through effective task prioritization and great work ethic.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Developed team communications and information for meetings.
- Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
- Resolved problems, improved operations and provided exceptional service.

## LANGUAGES:

- English (MA degree applied linguistics).
- Arabic (fluent) native speaker
- French Beginner
- Turkish Beginner

## CONSULTANT MEMBER AT THE MINISTRY OF EDUCATION

Ministry of Education( Libya) Tripoli - May 2017 to May 2019

- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Used coordination and planning skills to achieve results according to schedule.
- Developed and maintained courteous and effective working relationships.
- Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.

## DEAN OF ACADEMICS

Oya University Tripoli, Libya - January 2017 to April 2019

- Conferred with educators to identify current classroom concerns and diversify instructional strategies.
- Boosted effectiveness of department personnel by conferring with head departments to rebalance classes, increase resource utilization
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Assisted faculty and staff in duties such as teaching classes, conducting orientation programs and issuing transcripts.

Determined course schedules and coordinated teaching assignments and room assignments to optimize use of buildings and equipment.

## ENGLISH LANGUAGE EXPERT

Bait Al-Maqdes school Tripoli, Libya - September 2011 to September 2015

- Developed and maintained courteous and effective working relationships.
- Led projects and analyzed data to identify opportunities for improvement.
- Managed team of 10 employees, overseeing hiring, training, and professional growth of employees.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Worked closely with teachers and supervisor's to maintain optimum levels of communication to effectively and efficiently complete projects.
- Carried out day-day-day duties accurately and efficiently.
- Used Microsoft Word and other software tools to create documents and other communications.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Received and processed stock into inventory management system.
- Maintained excellent attendance record, consistently arriving to work on time.

## ENGLISH TEACHER

September 1990 to February 2013

- July 2011 English Teacher for all ages elementary level.
- 2011 assigned as an expert teacher of English language at Bait Al-Makdes secondary school.
- 2011-2012 I worked in the international center of English language as a teacher for beginner and elementary level.
- 2013-2014 I worked as a class teacher in Libtes center for all levels.
- 2015 Staff member at Tripoli University, Faculty of languages, English language department-2015-2016 cooperative Staff member at faculty of Technology.

## ACADEMIC HISTORY

**JANZUR LIBYAN ACADEME**

**MA degree**

English Language department

Applied linguistics

**FATAH UNIVERSITY**

**English Language teacher and upper grade coordinator**

BA English Language department

## LANGUAGES:

- English (MA degree applied linguistics).
- Arabic (fluent) native speaker
- French Beginner
- Turkish Beginner

## ADDITIONAL INFORMATION:

- I have experience in the social field.
- 2011-2013 I established charity to help poor, and emigrate people after the liberation war in Libya.
- In 2012 I elected as an experts of TESL in Bet Al-Makdes school in Tripoli.
- I have an experience with the United Nations while I communicated with them about some pensioners, and some other issues.