

Curriculum Vitae

Amna Ben Zayed

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Personal Summary

With an academic career spanning over three decades in Libya, I am an accomplished Assistant Professor deeply committed to delivering excellence in administrative, verbal, and written communication. I pride myself on creating dynamic and engaging teaching methods that foster an environment of learning. I am constantly driven to develop new programs and curricula that elevate students' educational experiences. My area of expertise lies in foreign language and translation instruction and services, and I am fully committed to advancing the field through rigorous research and service. Ultimately, I aim to inspire the next generation of scholars and instill a lifelong passion for learning.

Key Skills

- *Extensive knowledge in the fields of translation and English language instruction.*
- *Excellent communication skills, including a proven ability to present complex and conceptual ideas clearly and confidently to others using high level skills.*
- *Extensive experience in development and supervision of placement tests at various levels.*
- *Proficient in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.*
- *Pro-active, accountable and results- driven.*

Educational Qualifications:

Bachelor of Arts in English Language and Education from the University of Tripoli (1979-1982).

Master of Arts in Translation (English-Arabic-English) from the University of Salford,

Manchester, UK (1999-2000).

Publications

- *Arabic Translation Past & Present. Journal of Faculty of Arts. Issue 19, pp (15-26) July 2011.*
- *Difficulties of Machine Translating English texts into Arabic. International Journal of Multidisciplinary Thought, CD-ROM. ISSN: 2156-6992: 3(4):1–16 (2013) Copyright © 2013 by UniversityPublications.net.*
- *Challenges Encounter Novice Translators in Translating Medical Texts. Journal of Faculty of Arts*
- *The Problematic areas Encountered by Libyan undergraduate Students in Translating Legal Documentary Texts At faculty of Arts, University of Tripoli. Journal of Faculty of Arts. Issue, 26, pp (21-44) July 2015.*
- *The Obstacles Facing Online Classes at the Department of English of the Faculty of Arts, University of Tripoli, the 1st Conference of English Department, Faculty of Arts Tripoli, Libya 2022. Vol.1, pp (32-50).*
- *Investigating the Translation of Polysemic words in the Quran from Arabic into English.*
- *How Well Did the Translators of The Bleeding of the Stone Capture the Author's Intended Meanings?*
 - *The Role of Translators in Conveying Subliminal Messages, Literary Symbolism and Psychological Themes in Children's Literature: A Case Study of Robinson Crusoe.*
 - *Evaluating the Fidelity and Accuracy of ChatGPT and Google Translate in Translating Legal English Documents into Arabic – and vice versa.*
 - *The Impact of Domesticating English Advertisements and Fast-Food Menus for Different Arabic Dialects on Arabic Language Identity. (in progress).*
- *Translation as a Craft. A Coursebook for Novice Translators & University Students. (A book in progress).*

Conferences, workshops & Symposium

- *Attended a research ethics workshop held at faculty of Arts.2024.*
- *Attended a quality Assurance workshop held at faculty of Arts.2024.*
- *I presented a paper at the 1st Conference of the English Department, Faculty of Arts in Tripoli, Libya, in 2022.*
- *I presented a paper at the Multidisciplinary Thought Conference, which was held in Malta in 2013.*
 - *Attended the2nd Symposium on Vocational Education and Training at the Petroleum Research Centre in Tripoli, Libya 2003.*
 - *Attended the 1st Symposium on Vocational Education and Training at the Petroleum Research Centre in Tripoli, Libya 2002.*

Committees' member & Coordinator

- *As a member of the Department of English at the University of Tripoli, I have had the privilege of serving on various important committees. These have included:*
- *Coordinated postgraduate studies at the Department of English2023-2022 .*
- *As the Chief of the Scientific Committee, I presided over the 1st Conference of the English Department at the Faculty of Arts in Tripoli, Libya, in 2022.*
- *I was a member of the Accreditation Committee for the Department of English Language and Translation in 2014.*
- *From 2008 to 2009, I coordinated the examination and study at the Department of Tourism Studies.*
- *A member of the Faculty Council from 2009-2019 and 2023 to present.*
- *A member of the Program Development Committee for the Department of English Language & Translation in 2012.*
- *One of the members of the Study Plans Committee in 2013.*
- *A member of the Scientific Committee within the Faculty of Arts 2010-2012.*
- *From 2009 to 2013, I was the Head of the Scientific Committee for the Department of English.*

- *The Coordinator for the Translation Division from 2012 to 2023.*
- *An editorial team member for the Journal of the Faculty of Arts 2009-2013.*
- *During the period spanning from 2010 to 2017, I held the position of the head of the sub-committee of distance learning at the Department of English, Faculty of Arts at the University of Tripoli. As the head of this committee, my primary responsibilities included overseeing and managing the development, delivery, and assessment of distance learning programs, courses, and materials. My role was instrumental in ensuring that the distance learning programs offered by the Department of English were of the highest quality and met the academic standards set by the university. Through my leadership, the subcommittee maintained its reputation as a leader in distance learning education while fulfilling the needs of a diverse student population.*
- *From 2002 to 2008, I served as the coordinator for teaching practices supervision at the Majed Al-Arab Higher Institute for Rehabilitation and Teachers Preparation.*
- *From 2005 to 2007, I coordinated English courses for novice teachers at Majed Al-Arab Higher Institute for Rehabilitation and Teachers Preparation.*
- *A member of the Scientific Committee within the Majed Al-Arab Higher Institute for Rehabilitation and Preparing teachers 2002-2008.*

Throughout my tenure, I have made significant contributions to these committees, helping to drive the development and improvement of the English Language Department's programs and initiatives.

Translation Experience

- *As a seasoned professional with years of experience in Arabic-English-Arabic translation services, I have owned and operated a Translation Office for nearly two decades. My focus on providing high-quality translations to numerous clients has enabled me to develop extensive industry knowledge, which in turn has*

allowed me to deliver accurate and reliable translations that consistently meet each client's unique needs. (2000-up to the present).

- *From 2002 to 2008, I worked as a consulting translator for oil companies. My job involved translating various contracts from Arabic to English and vice versa.*

Academic & work Experience

- *Formerly Head of the English Department at the University of Tripoli Faculty of Arts (2009-2019). Currently Head of the English Department at the Faculty of Arts and Languages.*
- *Head of the Department of English at Majed Al Arab Higher Institute 2000-2008.*

Participation in the preparation of the Department of English Guide 2009-2010.

- *Head of the Department of English at Majed Al Arab Higher Institute 2000-2008.*
- *Advising and contributing to curriculum development to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skills.*
- *Setting examination papers, co-coordinating marking schemes and moderating examinations and assessment processes.*

Teaching Experience:

I have been actively involved in teaching at the Majed Al-Arab Higher Institute for Rehabilitation and Preparing Teachers for the past 13 years. During this time, I have gained extensive experience in teaching various subjects, including but not limited to rehabilitation methodologies, teacher preparation techniques, and academic writing skills. Additionally, I have been imparting my knowledge and expertise to students at the Faculty of Arts since 2008. My teaching style emphasizes the importance of creating a positive and supportive learning environment that encourages active participation and engagement from students. I constantly strive to stay updated with the latest teaching methodologies and technologies to ensure that my students receive the best possible education.

- *English Language Teacher, Libya Central Banking Training Centre, Tripoli, Libya.2003-2007*
- *English Language Teacher, El-Jeffarah University, Faculty of Arts Tripoli, Libya*
- *English Language Teacher, Al-Jamahiriya Banking Training Centre, Libya*

English Language Teacher (Training Course), Tripoli College, Tripoli, Libya.2003-2005.

- *English teacher for secondary school, literary section evening classes, in the years 1982-1984.*
- *English teacher for secondary school, literary section morning classes, in the years 1985-1987.*

Courses Included:

Basics of Translation – Translation of Business and Legal Texts – History of Translation – Translation of Legal Texts (Undergraduates) – Translation Criticism – Conversation -Lab – Teaching Methodology – Phonetics- Teaching Strategies- Machine Translation- Audio-visual Translation-Translation Strategies-Translation & Orientalism- linguistics- semantic- Teaching strategies- Translation problems and interpreting.

. Academic activities &Interests:

In 2023, I organised a referencing workshop and in 2024 a seminar on writing a research proposal for postgraduate students at the esteemed Department of English, Faculty of Arts, University of Tripoli. My professional interests predominantly revolve around translating children's literature, delving deep into the vast realm of translation studies, and imparting knowledge of English as a second language.

