**Maimouna Saeed Mohammad Ali Melibari**

Maimouna S. Melibari

**Web page: http://www.kau.edu.sa/mmelibari**

Senior Language Teacher

King AbdulAziz University

English Language Institute

Jeddah – Saudi Arabia

Marital status: Married with two boys.

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**OBJECTIVE:**

Maimouna S. Melibari

[Type your address] ⦁ [Type your phone number] ⦁ [Type your e-mail address]

To work in a challenging academic environment, and to help students to become valuable and effective members in their society.

**Profile:**

Dedicated English as a second language teacher, worked and doesn’t mind working in administrative positions to help in promoting any institutional programs. Well skilled in coordinating English for Science syllabus. Trained and gave consultation to the ELC staff in the field of managing classrooms, students and subjects of tertiary level.

Although I passed all the courses in the MA program in literature and the comprehensive exam as well, however due to unfavorable circumstances, I was unable to finish my MA thesis. Nonetheless, throughout my work in KAU, I was always obliged by the many certificates of appreciation and gratitude given to me by my superiors and administrators in return to my services in different offices in KAU.

In order to develop my teaching skills, I have attended so many seminars, development courses, and conferences inside the university and outside my country; Saudi Arabia.

I am still looking forward to completing my studies, and I always like to research in my field of interest (TESOL) to update my experience with the latest achievements around the world. All references to the above-mentioned qualifications are available upon request.

**EDUCATION:**

* Passed the comprehensive exam upon completion of the postgraduate courses for the master degree in literature in spring 1989.
* B A in English language & literature, King AbdulAziz University, Faculty of Arts, Department of European Languages and Literature, spring 1981.
* Secondary School Certificate, Second Secondary School (General Directorate for Girls Education) Jeddah, 1975

**Job EXPERIENCE**

* 26/12/1998 to present

Language Teacher at the English Language Institute at King AbdulAziz University – Jeddah.

* 12/4/1992 to 26/12/1998

Language Teacher and the Secretary for the European Languages and Literature Department – Faculty of Arts and Humanities in King AbdulAziz University – Jeddah.

* Fall 1990 to Spring 1991

A volunteer Teacher Assistant in the European Languages and Literature Department – Faculty of Arts and Humanities in King AbdulAziz University – Jeddah.

* Spring 1991 to 12/4/1992

Worked by the hourly basis as a Teacher Assistant in the European Languages and Literature Department – Faculty of Arts and Humanities in King AbdulAziz University – Jeddah.

* 6/1/1985 to 5/10/1986

Teacher of English Language for Intermediate level in the General Directorate of Girls Education Schools (Governmental Sector), Jeddah.

* 6/1/1984 to 4/1/1985

Teacher of English Language for Intermediate and elementary levels in AlNasifiyyah Private School. (no reference)

* 14/5/1983 to 6/1/1984

Interpreter and a translator at a polyclinic in Jeddah for a Lady Gynecologist. (no reference)

**Courses taught:**

* Courses for the students of the Faculty of Arts and Humanities: General English (Engl 100, Engl 110, Engl 210)
* Courses for the students of English Department: Oral English (Lane 102), Writing I (Lane 201), Writing II (Lane 103), Translation I (Lane 231), Translation II (Lane 331)
* Courses for the students of the Faculty of Science: English for Science I (ELC 101), English for Science II (ELC 102)
* The new plan courses for the students of the Faculty of Science: General English (ELCS 101, ELCS 102), English for Academic Purposes (EAP 101, EAP 102)
* The new plan courses for the students of the Faculty of Arts and Humanities: General English ELCA 101

**Accomplished academic workshops:**

* A work shop “Towards Learner – Centered Teaching Approach” presented to the newly appointed TAs at the ELC, Spring 2007. [Methods of Teaching English.ppt](Methods%20of%20Teaching%20English.ppt)

**Letters of thanks and appreciation:**

1. End of the Semester Thank you Letter from the Deputy Supervisor of the ELC Dr. Nuha AlShurafa, 20/June/2006.
2. End of the Semester Thank you Letter from the Acting Deputy Supervisor of the ELC Dr. Noura Abdullah Badiab, 4/12/1426.
3. Thank you Letter for my efforts in promoting work in the ELC from the Deputy Supervisor of the ELC Mrs. Maggy Eskendar Saba, 1423.
4. Thank you Letter from Head of European Languages and Literature Department Dr. Nada Mohammad Brinj at the end of her work term, 22/2/1423.
5. Thank you Letter from Vice Dean of Registration and Admission Office Dr. Ebtisam Jameel Fakahani after the 1421 graduation ceremony for being a member in the Graduation Parade Committee, 1421.
6. Thank you Letter from the Head of the Executive Committee of the Women’s IT and Communication Second Annual Exhibition Dr. Siham Jalal AlSayyad, 16/Nov./2000.
7. Certificate of Recognition for the outstanding accomplishment in teaching and performing administrative work from Dr. Nuha Suleiman AlShurafa, 31/May/1999.
8. Thank you Letter for excellent administrative work as a secretary from the Vice Dean of the Faculty of Arts and Humanities Dr. Suzan Jameel Fakahani, 1420.
9. Thank you Letter from Vice Dean of Registration and Admission Office Dr. Ebtisam Jameel Fakahani after the 1419 graduation ceremony for being a member in the Graduation Parade Committee, 1420.
10. Thank you Letter for succeeding in supervising Entrance Exam Committee from Dr. Nuha Suleiman AlShurafa, 1420.
11. Thank you Letter for excellent administrative work as a secretary from the Chairman of the European Languages and Literature Dr. Adel Elyas, 1419.
12. Thank you Letter for being a member in Third Career Day Committee, 1418.
13. Thank you Letter for being a member in Second Career Day Committee, 1417.
14. Thank you Letter from the President of National Council on US-Arab Relations Dr. John Duke Antony for my efforts in their study visit to Saudi Arabia, 6/May/1996.
15. Thank you Letter from Head of European Languages and Literature Department Dr. Rabaa Abdulhameed Alkhateeb at the end of her work term, 7/April/1996.
16. Thank you Letter for being a member in First Career Day Committee, 1416.
17. Thank you Letter for excellent administrative work as a secretary from the Vice Dean of the Faculty of Arts and Humanities Dr. Thurayyah Abdulwahhab AlAbbasi, 1415.
18. Thank you Letter for the excellent work as the Leader of Arts Committee in the Faculty of Arts and Humanities, 1415.
19. Thank you Letter render successful work during registration week from Dr. Faiqa Mohammad Badur, 30/5/1413.

**Attended workshops, training Courses and Conferences:**

* Participant in the Pre-Conference Professional Development Course; *Vocabulary Acquisition and Teaching*, 15th International TESOL Arabia Conference & Exhibition 2009, Dubai, United Arab Emirates, 11 March 2009.
* Attendant in 15th International TESOL Arabia Conference and Exhibition, Dubai, United Arab Emirates, 12-14 March 2009.
* Participant in 14th International TESOL Arabia Conference 2008, Dubai, United Arab Emirates, 13-15 March 2008.
* Participant in 13th Annual International TESOL Arabia Conference, Dubai, United Arab Emirates, March 15-17, 2007.
* Attendant in the workshop *Student’s Assessment*, Jeddah, Center for Teaching and Learning Development-KAU, 12-13/3/2007.
* Attendant in the workshop: *Are Your Student Learning?* *(An Introduction to Classroom Assessment)*, Jeddah, Center for Teaching and Learning Development-KAU, 19/9/2006.
* Attendant in the workshop: *Developing Communication Skills between the Teacher and the Student*, Jeddah, Center for Teaching and Learning Development-KAU, 28/11/2006.
* Attendant in the workshop: *How to Plan and Design Your Course Effectively (A Focus on Courses Taught by Computer)*; “The Virginia Tech Delegated Faculty Members Experience”, Jeddah, Distance Learning Vice-Deanship-Women Campus, KAU, 4/4/2006.
* Attendant in the workshop: *Best Practice in English Language Teaching*, Jeddah, English Language Center, KAU, 28-30/8/2006
* Attendant in *“A Workshop in Ways to Activate Prince (King) Abdullah Bin AbdulAziz’s Viewpoints Document on Higher Education”*, Jeddah, KAU. 30 Jan.-1st Feb. 2005.
* Participant in the training course: *“Evaluating Approaches in Examinations”*, Jeddah, Center for Teaching and Learning Development-KAU, 31st May-1st June 2003.
* Attendant the training course: *“How to Prepare the Course Portfolio”*, Jeddah, Center for Teaching and Learning Development-KAU, 26/4/2003.
* Participant in the training course: *“Instructor Development Course”*, Jeddah, The British Council, 21st January-30th March 2002.
* Participant in the training course: *“Teacher Development”*, Jeddah, The British Council, 27th January-28th February 2001.
* Participant in the training course: *“Teacher Training”*, Jeddah, The British Council, 21st October-21st November 2000.
* Participant in the training course: *“Introduction to the Internet and Starting a Webpage Using Microsoft Word”*, Jeddah, Center for Teaching and Learning Development-KAU, 8-9/5/1999.
* Participant in the training course: *“MS-Word 97”*, with an Excellent Grade, Jeddah, The Computer Center-KAU, 9-27/5/1998.
* Participant in the training course: *“Developing Excutive Secretarial Skills”*, Jeddah, Department of Administrative Development-KAU, 17-21/10/1998.
* Participant in the training course: *“Using Writing Activities in Effective Teaching”*, Jeddah, Center for Teaching and Learning Development-KAU, 14-15/3/1998.
* Participant in the program: *“Developing Administrative Communication Skills”*, Jeddah, Department of Administrative Development-KAU, 21-21/2/1998.
* Participant in the training course: *“Effective Teaching Dynamics”*, Jeddah, Center for Teaching and Learning Development-KAU, 22-26/3/1997.

**special membership thanks Letters:**

* Thank you Letter from the Director of Ladies Section of The Islamic Education Foundation Dr. Sanaa Abed, Jeddah, Ministry of Islamic Affairs Endowments, Propagation and Guidance, Saudi Arabia.
* Thank you Letter from the Cooperative Office for Preaching and Guidance-Aziziyya Office, Jeddah, Saudi Arabia.

*All References Available Upon Request*

**Intrests and SKILLS**

* Computer literate.
* Speaker in Social Awarness Topics for Community Servises in Prince Fawwaz Dist. in Jeddah.
* Translator from Arabic to English and from English to Arabic.
* Reading books on TESOL topics, English and Arabic Novels based on Real Stories, English and Arabic Poetry, English and Arabic Literature, Arabic and English Newspapers and Magazines, Topics on Religion and Islamic Faith.
* Oil and Charcoal Painting.
* Cooking special dishes.

*May God Bless Us All*

*Peace and Blessings Be Upon the Prophet Mohammad.*