

SHAUNA D. MOBLEY EL-KHATIB AKA NOOR MUTIE AL-KHATIB

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PROFESSIONAL EXPERIENCE

English Lecturer / Level Coordinator – UPP Program – AlFaisal University, Riyadh Saudi Arabia

2014- to present

- Preparatory year reading, writing, listening, and speaking instruction for students whose English is not proficient enough to attend regular university lectures.
- Implemented creative methods of teaching grammar using songs, comics, and fairy tales
- Creation of materials including all exams
- Serves on Quality Assurance Committee
- IELTS examiner

Program Director- ELDP Program- University of Auckland @ Princess Nora University, Riyadh Saudi Arabia

2012- 2014

Report to and work closely with the General Director in the implementation of all curricular and daily logistical details, but also with supervisors, staff, faculty, and students in order to meet a variety of needs and accommodate a wide number of stake holders. Specific duties fluctuate on a daily basis due to the demands of the operation and as deemed necessary or as decided upon by the General Director. These duties include:

- Oversee administrative and instructional staff
- Liaise with various member of the university such a rector, vice rector, deans, vice deans, and department heads.
- Ensuring all staff works towards the achievement of long term and short term objectives
- Conduct interviews and make recommendations for the hiring of English instructors and admin staff.
- Coordination, implementation and supervision of activities
- Training and supervising all English faculty, administrative, and support staff
- Carrying out all formal and informal observations and providing constructive feedback
- Liaising and communicating with the appropriate divisions in regards to curricular and instructional matters as well as IT, HR, and maintenance issues.
- Research and development of curriculum and outcomes to insure that the needs of all stakeholders are met.
- Insuring the adequacy of resources, materials, and facilities for supervisors, faculty, staff, and students

- Research, recommend, and development plans for improvement
- Supervising lead teachers, 80 teachers, and 13,000 students
- Manage and create strong collaborative workflows, maximizing resources, to enhance the work of faculty
- Excellent assimilation, organizational, communication (written and oral), problem solving skills, and interpersonal skills as well as collaborative and dynamic leadership skills, with strong attention to detail
- Ability to learn and understand new processes and communicate them effectively to others in a multi-tier and high paced office;
- Ability to maintain confidentiality and manage confidential information;
- Sound independent judgment, comfortable in managing through ambiguity

**Director INTELP Girls Program – Al Yamamah University / Al Tarbiyah Al Namouthjiyah, Riyadh, Saudi Arabia
2010-2012**

Report to and work closely with the General Director in the implementation of all curricular and daily logistical details, but also with supervisors, staff, faculty, parents, and students in order to meet a variety of needs and accommodate a wide number of stake holders. Specific duties fluctuate on a daily basis due to the demands of the operation and as deemed necessary or as decided upon by the General Director. These duties include:

- Overseeing administrative and instructional staff in the absence of General Director
- Advising on curricular improvements
- Ensuring all staff works towards the achievement of long term and short term objectives
- Training and supervising all English faculty, administrative, and support staff
- Carrying out all formal and informal observations and providing constructive feedback
- Liaising and communicating the appropriate divisions in regards to curricular and instructional matters as well as IT, HR, and maintenance issues.
- Insuring the adequacy of resources, materials, and facilities for supervisors, faculty, staff, and students
- Supervising 9 supervisors/ teacher trainers, approximately 150 teachers, and 6,000 students

Assisting General Director with all teacher and student personal issues including:

- Hotel reservations, apartment accommodations, visa applications, bank letters, related paper work for all new faculty
- Orienting new faculty in regards to Iqama, medical, contract, and Saudi law
- Addressing teacher performance and behavioural problems
- Contract negotiations and renewals for supervisors, faculty, and staff in coordination with General Director
- Final and temporary exit visas

- Create and implement policies and initiatives related to supervisors, faculty, and staff resources and procedures
- Addressing any and all personal issues using appropriate HR practices in accordance with fairness, prudence, and within Saudi Law
- Logistics in regards to faculty and staff transportation and housing maintenance issues
- Communicating payroll information to HR and calculating vacation, overtime, contractual bonuses when necessary
- Student orientation and scheduling

**Teacher Trainer/EFL Instructor / Teacher Supervisor / Program Coordinator, Al Yamamah University, Riyadh, Saudi Arabia
2005-2010**

- Assess, report, and implement curricular needs in all areas of KG - Elementary school
- Design and lead workshops on many topics: adapting textbooks, classroom management, multiple intelligences, cooperative learning, lesson planning, etc.
- Observe teachers and offer feedback according to a holistic framework
- Lead demonstration lessons with Grades KG-12 for discussion by teachers in training
- Hiring and supervising 28 teachers
- English Lecturer – Business English I - II, Advance Writing, all levels Prep Year
- Islamic Studies (English) I - IV Lecturer

**Lecturer, Prince Sultan University – Riyadh, Saudi Arabia
2003-2005, August**

- Preparatory year reading, writing, listening, and speaking instruction for students whose English is not proficient enough to attend regular university lectures.
- Implemented creative methods of teaching grammar using songs, comics, and fairy tales
- Creation of materials including all exams

**Teacher, Granada School – Santa Clara, California, USA
1999-2003**

- Classroom Teacher - Kindergarten

**Teacher Trainer/Director/Owner, Rainbows End, Fremont, California, USA
1988-1999, September - July**

- Developed teacher training curriculum needs of teachers
- Developed holistic curriculum.
- Managed staff efficiently in a dynamic work environment

Education

- **Master of Science – ESL Instruction 2003**

Hamilton College, NY. USA

- **Master of Arts - Instructional Technology with a concentrations in Curriculum Design 2010**
American Intercontinental University, Los Angeles, Ca. USA
- **Bachelor of Arts – English – Literature and Culture 2009**
NYIT – New York
- **Bachelor of Science – Early Childhood Education 1998**
Hamilton College, NY. USA