***Curriculum Vitae***

**Riham Khalid Jasim**

***Mustansiriyah University – College of Basic Education***

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**Personal skills:**

* Detail-oriented, fast learner, strong work ethic, dependable, honest, perfect attendance
* Maintained enthusiasm and interest in my work throughout the day
* Take pride in turning out work that meets the highest standards
* Get along well with other people/co-workers in many different situations
* Flexible and punctual with time

**WORK SKILLS:**

* Develop and implement education curriculum for students.
* Prepare materials and classrooms for class activities.
* Develop strategies to meet the needs of students.
* Track student and data including daily attendance and student service hours.
* Plan daily lessons, facilitate opening and closing circles, as well as develop group facilitation activities.
* Teach reading, writing, listening, and speaking in English to students.
* Translate simultaneously from Arabic to English and English to Arabic maintaining the message context.
* Read and translate written materials such as documents, legal papers, reports, and research papers.
* Give seminar presentations which require careful structuring and organization of ideas to Engage students in educational and culturally responsive activities.
* Use computers to enter, access, and retrieve data.

**Education:**

* MA Degree in English and linguistics\_ University of Baghdad/ College of languages/ Department of English
* Bachelor's Degree in English\_ University of Baghdad/ College of languages/ Department of English

**ACADEMIC /TEACHING EXPERIENCE:**

* Mustansiriyah University/College of Basic Education/Department of English Apr 2023 to Present

Asst. lecturer

* Al-Esraa University College /Department of English Oct 2018 to Mar 2023

Asst. lecturer

* Higher Center Feb 2017 to Aug 2019

Teacher – translator

* University of Baghdad/ College of Languages Nov 2017 to Jul 2018

Lecturer

**COURSES TAUGHT:**

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| **Undergraduate** |
| * Grammar * Conversation First year * Research Methodology students * Logic (department of * Reading English) * Writing * Grammar - Third year students (department of English) * Headway - First year students (department of Media) * Headway - Fourth year students (department of Art Education) * One Step up to Sports and English - First and Second-year students (department of physical Education) * A Step up to English and Sport Sciences - Third year students (department of physical Education) |

**PUPLICATIONS:**

* A paper entitled “A Linguistic Analysis of Tennis Players’ Speeches” published by Al-Adab Journal on March 15th, 2020.

**PROFFESSIONAL DEVELOPMENT**

* I have taken the employment efficiency exam.
* I have successfully completed the course of methods of teaching.
* I am a member of Iraqi translators association-Baghdad.
* I am familiar with using Microsoft office programs especially (Word, PowerPoint, Excel)
* I have done several workshops throughout my years of experience.