 **Curriculum Vitae**

**Personal Information:**

Name: Nadia “Moh’d Nazih” Hamdi

Nationality: Jordanian

Address: Jubaiha, Amman, Jordan

Phone Number: (962 6) 5330466 Mobile (077) 7764007

Email: nadia.mnhamdi@gmail.com

**Educational Background:**

2010- **PhD/English Literature**

University of Sheffield

1997- 2000 **Masters Degree/ English Literature**

Rating: very good

Faculty of Arts- University of Jordan

1993- 1996 **Bachelors Degree/ English Language and Literature**

Minor in Education/ **Methods of Teaching English as a Foreign Language**

Rating: very good GPA: 3.27

Faculty of Arts- University of Jordan

1992- 1993 **Jordanian Tawjihi Certificate**

Rating: very good

**Training and Work Experience:**

2009- present **English Language Supervisor (K- 12)**

**Jordanian International School**

Responsibilities:

1. Teacher recruitment.
2. Supervising teachers' work including preparation of plans, worksheets, exams, and assessments.
3. Preparing diagnostic tests to assess students with learning difficulties and helping teachers prepare remedial classes for them.
4. Preparing enrichment programs for accelerated students.
5. Preparing placement and entrance exams for new applicants.
6. Training both new and experienced teachers.
7. Organizing exchange visits for teachers.
8. Preparing, evaluating and monitoring curricula and suggesting plans to cover gaps where they might arise.
9. Observing classes to assess teachers’ performance and help teachers enhance their abilities.

2007- 2009 **English Language Instructor**

**German Jordanian University**

Responsibilities:

1. Teaching university level English to students from different faculties.
2. Preparing and evaluating teaching material.
3. Preparing exams and assessments for students.

2005- 2007 **Teacher of English Language and Literature**

**Amman Academy**

Responsibilities:

1. Teaching English and American Literature to AS and A2 level students.
2. Preparing students for SAT verbal exam
3. Helping 12A2 students in writing their personal and college essays.
4. Supervising IB students writing their extended essays.
5. Teaching English Language to grade 11 Scientific Stream and IT Stream in preparation for Tawjihi exams.

2002- 2003 **English Tutor**

**Arab Open University, Amman**

Teaching university level English (English 110 and English 111) to students of different faculties.

1997-2005 **High School English Teacher**

**The Jubilee School/ King Hussein Foundation**

My duties included:

1. Teaching both mandatory and elective courses such as SAT, drama, poetry and creative writing.
2. Coordinator for the English Language Summer Camp. My responsibilities included selection of teachers for the camp, preparing teaching material, attending classes and evaluating teachers’ performance,
3. Preparing enrichment programs for academically accelerated students.
4. Giving remedial classes to weaker students.
5. Planning and supervising extracurricular activities both locally and internationally such as student exchange programs, MUN, IEARN and LEAP (under the patronage of HRH Crown Prince Hamza).
6. Supervising students’ graduation projects.
7. Traveling abroad in order to promote and organize school related activities.
8. Academic advisor.

1994- 1995 **Volunteer work**

Teacher Assistant

The Arabic Center for Early Childhood Special Education

**Memberships and affiliations:**

2001- the present **ELTeCS** (English Language Teaching Contacts Scheme)

British Council

1999- the present active member in **I\*EARN** (International Education And Resource Network) and I\*EARN Newsgroup

1994-1997 active member of **Public Service Club**

University of Jordan

* 1. Founding member of the **English Social Club**

University of Jordan

* 1. member of the **Friends of the Environment Club**

University of Jordan

**Workshops and Seminars Attended/ Certificates Received:**

26- 28 Oct. 99 **Workshop entitled “Teaching for Thinking- Advanced Skills”**

Jubilee School, Amman

11-17 July, 99 **IEARN Conference**

University of Puerto Rico, San Juan, Puerto Rico

12-16 June, 99 **Workshop entitled “Counseling and Nurturing Gifted and**

**Talented Students”**

Jubilee Center for Excellence in Education, Amman

25-27 May, 99 **Certificate of Merit**

Working with the OPEN team; supervising student participations and meeting with delegates.

22- 23 April, 98 **Workshop entitled “Teaching for Thinking”**

Jubilee School, Amman

29- 30 Oct. 96 **Workshop entitled “Towards a More Environmentally Friendly School Curriculum”**

Friends of the Environment Society, Amman

**Languages and Skills:**

**English**: Native competency of spoken and written languages.

**Arabic**: Native competency of spoken and written languages.

**Computer Skills**: Obtained the **ICDL** certificate in February 2004

Mastery of the following programs: Word Processing, Spreadsheets, Database, Internet, Power Point.

**Professional References**

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| **Name** | **Position** | **Contact Information** |
| Dr. Fathi Jarwan | Head of the Jubilee Center for Excellence in Education.  Founding member and President of the Arab Council for Gifted Education | Email: f\_jarwan@hotmail.com |
| Ms. Abla Zrieqat | Former Principle of The Jubilee School/ King Hussien Foundation | Mobile: (962 7) 0777462264 |
| Ms. Samia Doany | Head of English Dept./ Jubilee School/ King Hussien Foundation | Phone: (962 6) 5238216  Ext. 118  Mobile: (962 7) 5583777 |