

# MARAM OTHMAN ALMANEEA

ASSISTANT PROFESSOR

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## SUMMARY STATEMENT

Assistant Professor in Applied Linguistics with over 10 years of widespread experience in the field of Education, and a strong background in teaching, research, academic and nonacademic administration across colleges and universities, and institutions in Saudi Arabia. Expert in Quality assurance and training by delivering training programs and assessing training organizations.

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## EDUCATION

<b>Doctoral degree, Applied Linguistics</b> Al-Imam Muhammad Ibn Saud Islamic University	2019
<b>Master's degree, Applied Linguistics</b> Al-Imam Muhammad Ibn Saud Islamic University	2007
<b>Bachelor's degree, English literature</b> Princess Nourah bint Abdulrahman University	2004

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## WORK HISTORY

<b>Consultant At the Evaluation and Quality Deanship</b> Al-Imam Muhammed Ibn Saud Islamic University	2023- present
<ul style="list-style-type: none"><li>Consultant at the ranking unit, working on global ranking KPIs and SDGs.</li></ul>	
<b>Vice Dean of the Centre of Volunteer Work</b> Al-Imam Muhammad Ibn Saud Islamic University	2021 – 2023
<ul style="list-style-type: none"><li>Responsible to ensure the achievement of the mission of all faculty-based programmes with the main focus on Volunteering Work and learning and also other areas of community and stakeholder engagement and accreditation.</li><li>Support the dean to ensure oversight of all internal and external relations to assist in securing strategic collaboration and third-stream income.</li><li>Participate in committees at both faculty and university level and chair the chair the faculty Volunteering work and learning committees.</li></ul>	
<b>Head Of the Academic Advising Unit</b> Al-Imam Muhammad Ibn Saud Islamic University	2020- 2021
<ul style="list-style-type: none"><li>Developing and delivering training programs for new faculty and professional advisors, and conducting training and policy update workshops for advisors to ensure quality and consistency across the university in the delivery of advising information and services.</li><li>Conducting advisor development activities focused on techniques to assist at-risk students and improve student retention.</li><li>working closely with the Registration and Admissions offices to coordinate the advising component of New Student Orientation.</li></ul>	

### **Assistant professor**

Al-Imam Muhammad Ibn Saud Islamic University

**2020- Present**

- Develop and prepare weekly lesson plans, that meet the core objectives and principles of the client and are accordance with the curriculum goals
- Teaching adult students or staff using a variety of instructional techniques that are appropriate to the varying academic levels, effectively meeting the diverse needs of students.
- Teach all Language components; grammar, syntax, vocabulary and word usage, pronunciation, phonemes, intonations, trouncing and all others.

### **Public Relations Specialist**

Al-Imam Muhammad Ibn Saud Islamic University

**2019- 2020**

- Manage and organize all activities.
- Build and maintain a positive public image for the University
- Manage and develop PR campaigns and media relations strategies.
- Serve as the company's spokesperson.
- Collaborate with internal teams (e.g. marketing) and maintain open communication with management.
- Establishes and maintains cooperative relationships with community, employees, and all kind of public relations.
- Track media coverage and follow industry trends.
- Manage media relations and requests.

### **Lecturer**

Al-Imam Muhammad Ibn Saud Islamic University

**2012-2019**

- Teaching of English language to undergraduate students according to designed syllabus.
- Conducting seminars, academic activities and workshops for students.
- Assessment of the students, preparing and maintaining the assessment results.
- Conducting teachers performance surveys and collecting statistics.
- Assisting head of the department in assigned tasks assigned from time to time.
- Counselling of the students.
- Arranging and conducting remedial classes for the low achievers.
- Managing, attending and conducting personal development sessions for the students and colleagues.

### **Deputy Of Female Trainee Services**

Technical And Vocational Training Corporation

**2011-2012**

- Overseeing the implementation of the study plans in academic departments and develop the college.
- Adjust College schedules, and supervise the teaching load for faculty members.
- Follow-up to determine the needs of the college faculty members, and work to be provided in coordination with the academic departments.
- Contribute to raise the efficiency of the faculty members in teaching and learning processes.
- Supervise the provision of appropriate educational environment and make sure to use it in teaching and learning at the college.
- Follow-up to the development of educational facilities, laboratories and update the college.

### **Activity Supervisor**

Technical And Vocational Training Corporation

**2009-2012**

- Responsible for developing programs, staffing events, and overseeing the implementation of activities.
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## Assigned Tasks (Short-Term) & Memberships

<b>Coordinator of the two Holy Mosques Custodian's program for Outside Delegation</b> Technical And Vocational Training Corporation	2010-2012
<b>Deputy of Female Trainee Services</b> Technical And Vocational Training Corporation	2011-2012
<b>Member of the Quality Team Technical Training for Girls</b> Technical And Vocational Training Corporation	2011-2012
<b>Member of the Quality and Professional Accreditation Team</b> Technical And Vocational Training Corporation	2011-2012
<b>Head Of The Exhibition Committee For ALJanadriyah 26,27</b> Technical And Vocational Training Corporation	
<b>Coordinator of the Intensive English Program for Graduates of Higher Institutes</b> Technical And Vocational Training Corporation	2012
<b>Head of the Organizing Committee (reception) at the first exhibition of the outputs of higher institutes</b> Technical And Vocational Training Corporation	2012
<b>English Language Program Coordinator</b> Technical And Vocational Training Corporation	2012
<b>Memberships</b>	
-Saudi Volunteer Organization (Takatuf)	
- Volunteer guidance from the voluntary community	
-The Saudi Translation Association {SATA}.	

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## COURSES

(2012) Building Administration Leadership, Technical and Vocational Corporation.  
(2012) Key Performance Indicators and Learning Outcomes: Applications and Complementarity, National Center For Technical And Vocational Assessment and Accreditation.  
(2016) Course in Teaching Large Classes. Imam Mohammed Ibn Saud University.  
(2018) Course in French for Beginners, Imam Mohammed Ibn Saud University.  
(2019) Training of Trainers (TOT), Imam Mohammed Ibn Saud University  
(2020) Basics of Translation in The Academic Field, Institute of King Abdullah for Translation and Arabization.  
(2020) Academic Research and Publishing, From King Khaled University  
(2020) Infographics Course, From Oxford Academy.  
(2021) Course in Professional Change Management, From 3rd Millennium Center.  
(2021) Course in Leading with Vision, From LinkedIn Learning.  
(2022) Total Quality Management and Concepts Of Institutional Excellence.  
(2022) Auditor Lead Skills.  
(2022) Internal Quality Auditor. (2022) Outstanding Leader and Management Development.  
(2022) Certified Trainer in Mental Image from Salam Cultural Communication Project  
(2023) Development Course in Drawing Stories for Children and Adolescents from the Literature, Publishing and Translation Commission  
(2023) Non-Profit Sector Governance and Performance Management Program from Misk Foundation  
(2023) Training Quality Practitioner from ETEC (The Education and Training Evaluation Commission)  
(2023) Accreditation Reviewer for Training Institutions and Programs

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## RELEVANT SKILLS

- Problem solving
- Plan and manage operational.
- Microsoft Office.
- Analytical skills.
- observational
- Teaching.
- Presentation skills.
- Leadership.
- Organizational & Operational Analysis
- Energy Design & System Optimization
- Research
- Sustainability & Resilience Expertise.
- Management.
- Problem-solving.