





## Personal details

 Aida Omet

 aomet10@yahoo.com

 +962795714547

 Amman-Jordan

## Skills

Expert in digital teaching and learning especially via Blackboard.

Computer literate

Have the ability to set up, arrange, and run courses of different nature.

Have the ability to coordinate between several parties.


Have good communication skills


Have problems solving skills.

Able to work under time constraints

Able to inspire teamwork spirit among team members.

## Languages

Arabic 

English 

# Aida Omet

## Research & Teaching Interests

Postcolonial studies, Arab American and Arab British Literature, Twentieth-century British and American literature, American Drama, Middle Eastern literature in English, Modernism, Feminist and Gender studies, Orientalism and Oriental studies, and Diasporic studies

## Education

**Doctor of Philosophy- PhD. in English Literature and Creative Writing** **2016 - 2022**

Lancaster University, Lancaster- United Kingdom

**Master of Arts- M.A in English Literature.** **1993 - 1996**

Jordan University, Amman-Jordan

**Bachelor of Arts- B.A in English Language & Literature (Major) Political Science (Minor)** **1989 - 1992**

Jordan University, Amman-Jordan

## Employment

**Lecturer in the Department of English Language and Literature in the Faculty of Foreign Languages.** **2023**

The University of Jordan, Amman- Jordan

**Lecturer in the Executive Education and Community Service Institute, the General Education Department & Effat English Academy.** **2005 - 2017**

Effat University, Jeddah-Saudi Arabia

Designing and teaching 'English for Workplace Effectiveness I' & 'English for Workplace Effectiveness II' (English for Adults Program) for Bin Zagr Company.

Responsibilities were to:

- o Prepare, administer, and grade computer based & on-line placement tests.
- o Write grade reports and recommendations
- o Prepare the teaching material to suit the needs, level of students and course objectives.
- o Teach the intensive course to the company's seniors and employees.
- o Prepare the programs' on-line material.
- o Supervise students' final projects.
- o Prepare, administer, and grade post-course tests.
- o Plan for next future phases of the program.

§ Teaching Research & Seminar, Project-based Language Learning & Critical Thinking at the General Education Department.

§ Teaching Foundation I & II courses at the Effat English academy; Reading & Critical Thinking - I, II, Listening and Speaking - I, II, Academic Writing - I, II and Independent Learning & Research Skills - I, II.

§ Teaching preparatory International Exams courses; iBT TOEFL, GRE.

§ Teaching 'English for Finance' and 'Writing Research Paper' in the preparatory year of the ***Executive Masters in Islamic Financial Management*** which is offered in collaborations with two renowned international schools; **Rotterdam School of Management (RSM)** in Holland and **Ecole Supérieure des Affaires (ESA)**, Beirut, Lebanon.

§ Giving Professional Development Training in '***The Women in Technology (WIT) Program***' sponsored by the **Institute of International Education (IIE)** (San Francisco, USA).

§ Offering and teaching technical writing to all the University Administration staff.

§ Administering the iBT TOEFL Placement Test.

§ Setting the material and course syllabus for all the taught courses at the institute.

§ Preparing and administering Placement tests for various courses.

§ Setting a schedule and a timetable of the course specifying start and end dates, times of teaching, time for final exams ...etc.

§ Teaching alone or with others the courses given. This entails giving course materials, instructing students, guiding students to information sources, giving assignments, quizzes, and exams, etc...

§ Reporting on the development of the students and their academic problems.

§ Preparing the course's paper or e- course file including in it all the scores of the students, teaching materials and course work.

§ Preparing the course specification & course report for each of the courses taught.

§ Preparing the institute's Instructor's Pack (Handbook).

§ Conducting the KPI (Key Performance Indicator) analysis for the courses taught & for the center in general.

§ Using the Blackboard to enhance the teaching process and offering on-line classes to students in various parts of the Kingdom of Saudi Arabia.

§ Administrating the International TOEFL & SAT Exams.

§ Teaching English language 1, English language 2, and Research writing in The General Education Department.

§ Teaching ESP (English for Specific Purposes) courses, Intensive English Courses, and Conversational English Courses in the Extension Programs Department.

§ Orienting EP students and groups IEP students according to their Placement test results.

§ Seeking international partnerships and conducting feasibility studies on available proposals.

§ Participating in the institute's accreditation committee.

§ Orienting, guiding, and supervising newly hired instructors.

**Extension Programs Coordinator &  
Lecturer in the General Education  
Department & The English Department.**

**2004 - 2005**

*Effat University, Jeddah-Saudi Arabia*

§ Setting up, arranging, and coordinating all the EP offerings.

§ Helping in setting the EP policies.

§ Preparing the EP courses schedule for the Academic year.

§ Preparing and supervising the EP marketing material: flyers, letters, ads, faxes, and brochures.

§ Contacting potential customers and following up.

§ Coordinating recruiting with the Vice Dean or HR Department when needed.

§ Arranging room allocations for the courses.

§ Checking instructors' timetable and workload.

§ Following up with registration and finance to receive class rosters.

§ Coordinating between the instructors and registration to control attendance.

§ Checking the course syllabus and material.

§ Orienting EP students and groups IEP students according to their Placement test results.

§ Ordering and following up on the students' certificates.

§ Receiving and checking course files.

§ Updating the Continuing Education data on the academic folder, intranet, and external web.

§ Arranging and conducting field visits to promote the EP courses.

§ Seeking international partnerships and conducting feasibility studies on available proposals.

§ Setting the time frame for executing any given proposal.

§ Teaching EP courses.

**English Language Coordinator & Teacher**

**2003 - 2004**

*Dar Al Hanan School, Jeddah-Saudi Arabia*

§ Organizing and holding in-house teachers' training sessions.

§ Providing a comprehensive and a descriptive syllabus for all levels.

§ Integrating the reinforcement program with the National Curriculum.

§ Assisting teachers by guiding, supporting, and providing ideas in lesson planning, teaching methods and classroom management.

§ Assessing the teachers' performance.

§ Developing and monitoring procedures for the assessment of the language proficiency of students for all levels.

§ Recruiting, supervising, and training the teaching staff.

§ Coordinating preparation for Cambridge Young Learners tests (Starters, Movers, and Flyers) with the British Council.

§ Preparing candidates for the Cambridge Preliminary English Test (Pet).

§ Understanding the individual difficulties when teaching problematic classes.

**Secondary School English Language Teacher**

**2000 - 2002**

Children's World School, Jeddah-Saudi Arabia

§ Teaching the Saudi National Curriculum for grades 10 and 11.

§ Integrating the reinforcement program (Scott Foreman and H.B.J) with the National Curriculum.

§ Training students to hold debates and make presentations on various subjects.

**I.G.C.S.E English Language Teacher**

**1998 - 2000**

Modern Montessori School, Amman-Jordan

§ Working in an I.B school which offers the International Baccalaureate Diploma.

§ Assisting students fulfill the requirements of their academic program.

§ Teaching English as a Second Language to grades 9 & 10 I.G.C.S.E.

§ Teaching English as a Second Language to Pre- I.G.C.S.E grades (6, 7, 8).

§ Working with the Students' Support Unit which helps and guides students with learning difficulties.

**I.G.C.S.E English Language Teacher**

**1996 - 1998**

New English School, Amman-Jordan

§ Teaching English as a Second Language to grades 9 & 10 I.G.C.S.E.

§ Teaching English as a Second Language to Pre- I.G.C.S.E grades (6, 7, 8).

§ Teaching grade 11 A-Level Comparative Literature.

§ Working with the Students' Support Unit which helps and guides students with learning difficulties.

§ Preparing content-based syllabus for the sixth grade.

§ Participating in the teachers' in-service training by conducting and organizing the training.

## Activities

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**A member in the IDB (Islamic Development Bank) screening committee for the 6th Annual IDB prize for women's contribution to development. (Promoting Women in Science)**

**Feb 2011 - Apr 2011**

Jeddah-Saudi Arabia

**A member in the IDB (Islamic Development Bank) screening committee for the 5th Annual IDB prize for women's contribution to development. (Promoting Women in Community Service)**

**Feb 2010 - Apr 2010**

Jeddah-Saudi Arabia

**A member of a translation team that worked with Google on a translation project that examined a new tool for machine translation developed by Google.**

**Feb 2009 - Jun 2009**

Jeddah-Saudi Arabia

## Professional Experience & Training

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- “Innovative Methods for Student-Centered Teaching”** offered by the Center for Learning Innovations & Customized Knowledge solutions (CLICKS) in collaboration with the University of Texas.  
Dubai-UAE **Apr 2015**
- WIT Regional Professional Development Workshop**, offered by the Institute of International Education (IIE) (San Francisco, USA)  
Amman-Jordan **Mar 2008**
- The Forum of Linguistics and English Literature**  
Amman-Jordan **Nov 1999**
- CELTT Program: ‘Civic Education and English Language Teacher and Trainer Program’.**  
Ohio-U.S.A **Jul 1999 - Sep 1999**
- TESOL Academy: ‘Using Literature and Content for Language Development’**  
Chicago-Illinois-U.S.A **Jul 1999**

## References

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### **Dr Lindsey Moore**

Department of English and Creative Writing, Lancaster University-United Kingdom

[l.c.moore@lancaster.ac.uk](mailto:l.c.moore@lancaster.ac.uk)

### **Dr. Linda Maloul**

Dean of Effat College of Humanities, Effat University-Saudi Arabia

[l.maloul@effatuniversity.edu.sa](mailto:l.maloul@effatuniversity.edu.sa)

## Personal Information

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Date of Birth: **October 10th. 1972**

Place of Birth: **Amman, Jordan.**

Nationality: **Jordanian/  
Russian.**

Marital Status: **Married.**