Curriculum Vitae

Name: Manal Mohammad Tahir Qutub

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Status: Married

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**Objective:**

To find a position in the translation industry which utilizes and further develops my experience as a methodical translator in the automotive field.

**Education:**

* 1990-1994: BA. of English Language, College of Girls' Education, Makkah, Saudi Arabia.
* 1997-2002: M.Ed. (Master of Education - TESOL), College of Girls' Education, Makkah, Saudi Arabia.
* 2007-2011: PhD (Doctor of Education – TESOL), Umm Al-Qura University, Makkah, Saudi Arabia.

**General Work Experience:**

* (2011- current) Part-time faculty member of English Language Institute, King Abdul Aziz University, Jeddah.
* (2008) Part-time faculty member of English Dept. at College of Girls' Education, Makkah.
* (2008) Part-time faculty member of English Dept. at Umm Al-Qura University.
* (2007) Supervising EFL prospective teachers in practical training at Umm Al-Qura University.

**Specific Work Experience (EFL – TESOL):**

* (2009) English Language demonstrator at Berlitz Institute. Makkah. Saudi Arabia.
* 10 years experience in English/Arabic vs. translation, proofreading, editing and linguistic check.

**Activities and Workshops Conducted:***.*

* 2009: Presented a training course on (Application of Technology in Education) for EFL prospective teachers, English Dept. College of Girls' Education, Makkah.

**Teaching Courses:**

* 2008/2009: Educational Curricula (English & Arabic).
* 2008/2009: Curriculum and Methods of Teaching EFL.
* 2009/2010: Educational Technology.
* 2011- current: EFL Course "Headway Plus" Level 1-3.

**Memberships:**

* 2009- current: member in the Center for Islamic Translation in Sweden.
* 2009- current: member in the World Association of Arab Translators & Linguists.(W

**Workshops and Training Courses:**

* 1992-1993: General English Course, Bronze Diploma at Transworld Education College, UK.
* 1993-1994: Practical English, Silver Diploma at Transworld Education College, UK.

**Skills:**

* Professional language tasks planning using advanced instructional technology.
* Constructing creative auditory & 3D language learning materials.
* Proficient in PC and Apple systems, strong grasp of MS Office Applications.
* Advanced skills in translation, professional writing, proofreading and editing.
* Competent application for translation tools including SDL Trados, Omega T and Wordfast.
* Excellent communication skills in:
* Arabic – Native.
* English – Fluent in speaking, reading & writing.
* French – Basic.

**Research Interests:**

* **Teaching English for Speakers of Other Languages (TESOL):**
* Practices and Performance in Second Language Acquisition.
* Evaluating EFL Programs.
* Promoting Language Skills.
* **English for Specific Purposes (ESP):**
* Language Proficiency.
* Academic Competence.
* **General:**
* Brain-based/ accelerated learning.
* Learning Styles and Strategies.

**Publications**

* 2011: The effect of a suggested strategy to teaching fiction based on the multiple intelligences theory on freshmen EFL students' achievement at Girls' College of Education in Makkah. Ph.D. Dissertation, Curricula and Methods of Teaching English, Umm Al-Qura University, Makkah, Saudi Arabia.
* 2002: Evaluating media utilization among EFL prospective teachers of Makkah's College of Education. M.A Thesis, Curriculua and Methods of Teaching, College of Girls' Education, Makkah, Saudi Arabia.
* (Under review): Exploring the teaching of vocabulary in ESP classes.
* (In Print): The Series of "Men and Women Around Mohammad" (Prayers and Peace be upon him) , Production and Translation (Arabic/English). Comprising Four Issues:

1. Khadijah bint Khuwaylid.
2. Abu-Bakr Al-Siddiq.
3. Othman bin Affan.
4. Ali bin Abi-Talib.

**Hobbies:**

* **Formal:**
* Reading language teaching periodicals principally in second language acquisition and language proficiency.
* Accomplishing advanced reading in International Literature particularly English and Russian.
* Conducting refined literary translation for poems and fiction.
* Reading articles on health care and nutrition.
* **Informal:**
* Sketching in Graphite and Pastels.
* Painting in Acrylic and Oils.
* Sculpture and Carving using clay and wood.