

Ameerah Malkawi

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US Citizen

Professional Summary

Dedicated and passionate English and translation educator with a strong background in linguistics and ESL instruction. Committed to creating engaging and supportive learning environments that foster student success. Adept at developing positive professional relationships with students, staff, and administration. Highly organized, detail-oriented, and a fast learner with a proven track record of excellence in teaching and administrative roles.

Education

Master of Arts in Linguistics

Oakland University - Michigan USA

Bachelor of Science in English for Specific Purposes

Jordan University of Science and Technology – Jordan

Certificates

- TESOL (In Person & Online)

Work History

English and Translation Instructor

Oakland University (Sep 2019 – 2020)

- Taught English and translation courses at the university level.
- Developed and delivered lesson plans focused on language acquisition and translation techniques.
- Provided individual and group instruction to students to enhance their language proficiency.
- Assisted students in understanding complex linguistic concepts and translation methodologies.
- Integrated cultural context into language instruction to enhance comprehension.
- Conducted remote teaching sessions, including group discussions and one-on-one support.

Teacher - Elementary School

(Sep 2015 – June 2017)

- Developed and implemented engaging lesson plans to accommodate diverse learning styles.
- Adapted teaching methods and materials to meet student needs and interests.
- Encouraged oral language development and critical thinking skills through discussions and activities.
- Led outdoor recreational activities to support holistic student development.

Project Coordinator

CCT LLC - June 2014 – March 2015

- Managed customer interactions and inquiries professionally.
- Processed correspondence, typed documents, and handled office supplies.
- Assisted with special projects and departmental reports.
- Provided confidential administrative support to management.
- Maintained service inventory and organized office operations.

Skills

- Strong organizational and administrative abilities
- Proficiency in Microsoft Office Suite
- Excellent communication and interpersonal skills
- Kind and empathetic educator
- Positive and encouraging teaching approach
- Fast learner with adaptability to new methods and tools