

## **Sarah M. Alqarni**

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### **Objective**

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Enthusiastic, passionate and well-experienced teaching assistant with great communication skills, and dedicated to teaching seeks to build a career with a highly-respected educational institution committed to education and the development of fine, well-mannered and productive members of society.

### **Work History**

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**29/8/2023 until 22/2/2024**

**King Khalid University/College of Sciences and Arts at Tanoumah  
Deputy Head of the English Language Department**

Main duties performed:

- Head the department, supervise the organization of its affairs, call upon concerned individuals to attend its sessions, implement its decisions, and send the minutes of its sessions to the College dean.
- Achieve the goals and policies of the university.
- Implement the College Board's decisions relating to the department.
- Supervise the preparation of the strategic plan of the department and follow up its implementation.
- Supervise the various student activities in the department.
- Monitor exams and control the system within the department.

**17/3/2019 until 19/3/2020**

**King Khalid University/College of Sciences and Arts at Tanoumah  
Supervisor of English Language Department**

Main duties performed:

- Head the department, supervise the organization of its affairs, call upon concerned individuals to attend its sessions, implement its decisions, and send the minutes of its sessions to the College dean.
- Achieve the goals and policies of the university.
- Implement the College Board's decisions relating to the department.
- Supervise the preparation of the strategic plan of the department and follow up its implementation.
- Supervise the various student activities in the department.
- Monitor exams and control the system within the department.

**20/12/2018 until present**

**King Khalid University/College of Sciences and Arts at Tanoumah  
Teaching Assistant**

Main duties performed:

- Teach undergraduate courses.
- Create and write materials such as a syllabus, visual aids, answer keys and supplementary notes.
- Meet with students during office hours.
- Prepare presentations for lectures.

**17/9/2017-11/1/2018**

**Bisha University/College of Sciences and Arts at Balqarn  
Part-Time Instructor**

Main duties performed:

- Teach Preparatory Year English Courses, plan lessons and assignments, and assess students' progress by grading papers and tests.

## **Qualifications**

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- **2021-2022**                    **University College London/Institute of Education**  
MA in Applied Linguistics (Merit)
- **2016-2017**                    **Bisha University/College of Education**  
General Diploma in Education with a GPA of 4.77/ 5
- **2013-2016**                    **Bisha University/College of Sciences and Arts at Balqarn**  
BA in English Language with a GPA of 4.96/ 5 and Excellent Category with First-Class Honors

## **Online Courses and Training**

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- **2023**                    **University of Virginia and BCG**  
Digital Transformation
- **2023**                    **University of Virginia**  
Customer-Centric IT Strategy
- **2022**                    **University of Leeds**  
Introduction to Intercultural Studies: Language and Culture

● **2022**      **Lancaster University**  
Dyslexia and Foreign Language Teaching

## Skills

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- Superior communication and interpersonal skills
- Strong program-planning and project-management skills
- Teamwork
- An ability to work under pressure

## Languages

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- Arabic      Native Language
- English     Full proficiency

## References

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Available upon request