**Amer Alrejouleh**

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I am a green card holder.

**Professional Summary**

* Experienced English/Arabic instructor and academic advisor (undergraduate – graduate) students, and translation to/from Arabic – English, with over 20 years of service.
* Managed Syrian and foreign students’ academic records and progress status.
* Excellent skill in pointing out areas that are livable for students.
* Excellent communication skills in class and interacting with students. Looking to take the next step to enrich my experience and share it in such well-known institution.
* Experienced translator from Arabic into English and vice versa.
* Lecturer in cultural, ethnic and sectarian differences among Syrian communities.
* Arabic instructor, MSA and Levantine.
* Certified CL-150 instructor.
* OPI & ILR tester certification in progress.

**Professional Experience:**

June 2015- current

**DCLCP (Department of Critical Language and Culture Program), University of Montana.**

Arabic instructor for both MSA and Levantine at Department of Critical Language and Culture Program. I taught both through VTC from Missoula, MT. and on post in Deeks school at Fort campbell. I have been working with the 5th SFG for 26 months so far.

**Responsibilities**: Developing programs and curricula that suit certain work environment where learners have to live in, so that they can integrate with the locals easily. Teaching students some cultural traditions and customs they should be familiar with when deployed in certain parts of the world. Using all kinds of learning communicative tools inside the classroom from face to face technique to CL150 and gloss based on DOD standards. Tutoring hours for learners who needed extra studying hours to catch up with the rest of their peers. Conducting weekly tests and Mock OPI to prepare learners for all official tests.

**OPI Licensing**

Working on my last phase for OPI certification to be an OPI and ILR tester. I finished an ACTFL workshop for four days with the University Of Montana and an ACTFL trainer Bahia Abboud. I still need two more months to submit my final independent testing round for OPI tester License.

*English Teacher* 2007- May 2015

Arab International University Damascus- Syria

* **Head of the Foreign Languages Center**. I was assigned this position in Arab International University on the 1st of March 2014 in Damascus-Syria. In Addition to the administrative duties, I am responsible of approving lesson plans for different English levels, interviewing new teachers, supervising placement tests, and participating in tests assessments. Moreover, among other duties I have to take care of students living in remote areas by finding suitable accommodation and ensuring that all their needs are met as fast as possible.
* Teaching English as a second language for students specializing in different majors and faculties.
* Teaching Syrian dialect for visiting students from foreign universities.
* Guiding students to choose the English skill needed after the placement test.
* Preparing curriculums for both lower and upper-intermediate levels of Arabic and English languages studies.
* Evaluating the students’ performances according to certain and relevant grading criteria.
* Immediate translator in conferences and meetings held with other foreign universities.
* Coordinator and immediate translator for several movie festivals in cooperation with the Ministry of Culture.

*English Teacher*  1997-2005

Damascus University Damascus- Syria

Language Training Unit

* Taught English as a second language for students.
* Evaluated students’ performances through exams and tests.
* Taught Arabic (colloquial) for non-Arabic speakers.
* Designing Arabic courses curricula, both colloquial, spoken and MSA, for non- speakers Of Arabic Students.

*English – Arabic instructor (part time)* 2000-2005

Syriatel Telecommunication Company Damascus- Syria

Syriatel Academy

* Taught English for employees who are in touch with foreign experts, and those employees who are going abroad for different training courses.
* Taught classical Arabic for foreign students who wanted to pursue their studies about the Middle East.

*English Teacher* 2002- 2004

Kalamoon University Damascus- Syria

* Taught English for freshman students, preparing them to get into different undergraduate educational fields.

*Translator* 1986 - 1988

Syrian Television Damascus- Syria

* Translated documentary, educational, entertaining programs and movies.
* Editor and news journalist for TV news.
* Worked on different translation projects in relation to the enhancement of teaching methods followed in public and private schools.

*English Instructor* 1987 - 1989

High Institute of Applied Science and Technology Damascus - Syria

* Taught English for engineers and employees who are preparing to go abroad to continue their post-graduate studies.
* Taught English for students for different purposes.

*English Teacher (part time)* 1986 - 1988

Damascus University Damascus - Syria

* Taught composition and writing skills for freshman and sophomore students.
* Taught English grammar and related subjects (intonation).
* Taught many courses in developing translation skills.

**Education**

American University; Washington; DC.USA; 1985

Masters Degree in English linguistics.

Damascus University: Damascus, Syria: 1982

Bachelor of Arts in English literature.

**Computer Skills:**

* Microsoft applications (Word, Excel, PowerPoint, Access, Outlook, and internet.)