

HANI ALOTAIBI

(+1) 234-233-4038 | Haniaalotibe@gmail.com | Kent, Ohio

English<>Arabic

Summary

I grew up fond of languages and cultures, so playing with languages and teaching them has always been my passion since childhood; therefore, I became a language teacher and a professional translator. I worked in banking for eighteen months after graduating from my undergraduate school, then I left banking to become a teaching assistant at Prince Sattam Bin Abdulaziz University. Today, I have a master's degree in Arabic Translation from Kent State University. I will take advantage of my passion for languages and cultures; my experience in banking, coaching, and teaching; and the knowledge that I got from my master's degree to provide the best translation services for my clients.

Experience

Teaching Assistant, Prince Sattam Bin Abdulaziz University, 2018-2020

- Translated and interpreted in English<>Arabic for university seminars.
- Designed lessons and assignments, graded student's exams.
- Taught ESL classes: Reading 1, Writing 1, Grammar, and Listening 1.
- Produced reports for quality assurance and department development which were collected from the students' performance in the year 2019-2020
- Mastered multiple ceremonies and conducted multiple workshops.
- Participated in the English Department research committee.
- Served on the Quality Assurance Committee to worked on getting the English Program Accredited.
- Chaired the Exam Committee.
- Webmaster: localized the English Department Website and another college's website.

Retail Banker, National Commercial Bank, 2016-2018

- Translated software content and helped foreign clients communicate from Arabic <> English
- Taught (informally) basic English to coworkers to help them communicate with foreign customers and understand the software's error messages.
- Customer service and solving problems
- Managed the relationship with clients

Education

Master of Arts, Arabic Translation

- Kent State University, 2022
 - Took courses in translation technology, editing, research, and TESL. I learned how to design a website using coding language such as HTML, CSS, and Java. I also learned how to manage my time because the courses were demanding and I had to stick to strict deadlines.

Arts and Science of Coaching Module 1 – 2, Coaching

- Erickson Coaching International, 2019

Bachelor of Science, English Language and Translation

Qassim University, 2016

- Graduated with honors degree, and I was the president of our class. I took some courses in linguistics, translation, and literature.

Skills

- Microsoft Office Applications: Word, Excel, PowerPoint, and Publisher
- Programming Language and Website Design
- Translation Tools (CAT Tools)
- Leadership
- Community Management
- Public Speaking
- Coaching
- Master of Ceremonies
- Lesson Planning and Curriculum Design

Presentations

- “The Importance of Self-confidence in a Student’s Life” presented at the College of Science and Humanities, 2019.
- “What to Do after Graduation” presented in room 2B2 at the College of Science and Humanities, 2019.

Volunteer Work

Organizer, Riyadh Language Exchange, 2019-2020

- Responsible for guests’ check-in and registration.
- Chaired the English Table and taught basic English to beginners.
- Chaired the Italian Table and taught basic Italian to beginners.
- Hosted one of the events and interacted with more than 200 guests.
- Organized monthly events and contacted teachers for other languages.
- Organized language tables, distributed flags and assisted teachers.

Academic Life Coach, Coreach and King Saud Coaching Week, 2020

- Conducted more than 40 hours of one-on-one coaching sessions with college students from different majors.
- Conducted more than 20 hours of one-on-one coaching sessions with administrators, faculty, and staff from King Saud University.

KentLingua Student Organization, MCLS at Kent State University, 2021

- President

Saudi Student Association, Student Organization at Kent State University, 2021

- President

Member of Kent State University International Student Council, 2021

- Marketing and promotion Head

