**English Program Coordinator**

**Mariam Ibrahim Abdirahman**

**Mohamoud A. Ali,**

**Hargeisa, Somaliland**

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**Employment**

**Edna Adan University**

**Head of English Department**

**January 1st – Current**

**English Program Coordinator**: My duties as an English program coordinator include:

* Providing leadership in planning, implementing, evaluating, and modifying multiple student service programs, processes, and operations for the University’s Department of English Language.
* Establishes, monitors, evaluates, and modifies processes, procedures, and/or standards, ensuring alignment with the College’s mission, values, goals, and objectives.
* Liaising with existing staff members, managers, supervisors, and clients in order to achieve set goals.
* Observing, analyzing, and offering suggestions on current operations.
* Develops and implements improvements to services and programs for the University, which involves working closely with Deans and upper management to identify student needs.
* Oversees the development, implementation, and reporting of Outcome and Assessment Programs for areas of supervision.
* Supervising professional staff, classified staff, technical/support, and/or student staff.
* Scheduling meetings and training sessions with staff and other stakeholders.
* Assisting with recruitment, training, and onboarding processes.
* Establishing professional relationships with clients, staff, and other stakeholders.
* Conducting research, writing up reports, and presenting findings to staff and other stakeholders, etc.

**Edna Adan English Institute in Collaboration with EFL4Somalis**

**Operations Manager and English Teacher**

**June, 2018 – January, 2019**

**Operations Manager:** My duties as an Operations Manager at Edna Adan English Institute entailed:

* Providing inspired leadership.
* Formulating, implementing, monitoring and evaluating all necessary strategic/operational plans such as marketing plan, sales plan, market research, financial plan, vision plan, etc.
* Continually improving operational management systems, processes and best practices.
* Promoting a culture that encourages top performance and high morale.
* Constantly identifying and addressing problems/opportunities.
* Performing quality controls.
* Conducting surveys.
* Recruiting, training and supervising staff.
* Collecting, interpreting and reviewing financial information.
* Managing budgets and forecasts.
* Marketing new courses.
* Managing social media sites, etc.

**English Teacher:** My duties as an English teacher at Edna Adan English Institute entailed:

* Creating effective level assessments.
* Assessing students’ levels of English prior to enrollment.
* Identifying students’ areas of weakness and desires for the English language; striving to overcome the weaknesses and achieve their English language desires.
* Inspiring and holding students accountable to top performance and high morale.
* Developing customized curriculums suitable to student’s needs and desires.
* Preparing full course material.
* Teaching outcome orientated lessons.
* Writing progress reports for students.
* Creating effective lesson plans.
* Effective classroom management.
* Preparing quizzes and exams.
* Preparing attendance tracking sheets, etc.

**English Lecturer,**

**Edna Aden University**

**June, 2018 – October, 2018**

**English Lecturer:** As an English Lecturer my duties included:

* Effective classroom management.
* Delivering lesson objectives.
* Evaluating student progress in all areas of English.
* Giving awareness to medical students on the importance of English literacy.
* Building student’s professional skills.
* Preparing and marking exams, etc.

**EFL4Somalis Online**

**Founder, CEO and EFL Instructor**

**April, 2016 – April, 2018**

**Founder, CEO:** As the founder and CEO of EFL4Somalis, my duties entailed:

* Develop high-quality business strategies and plans.
* Ensure strategy alignment with objectives.
* Oversee all operations and business activities.
* Make high-quality investing decisions.
* Doing market research.
* Conducting surveys.
* Collecting, interpreting and reviewing financial information.
* Managing budgets and forecasts.
* Marketing new courses.
* Building a strong social media presence, etc.

**EFL Instructor:** As an EFL Instructor, my duties included:

* Preparing personalized & customized English curriculums.
* Teaching one on one and group lessons.
* Preparing effective, result-delivering lesson plans.
* Preparing exercises and exams for learners.
* Constantly examining and evaluating student progress in all areas of English.
* Interviewing students.
* Facilitating between group lessons.
* Giving consultations to learners, etc.

**Islamic Online University**

**English Teacher Assistant**

**October, 2014 – June, 2015**

Teaching Assistant: As a TA, my duties included:

* Preparing lesson plans and final exams.
* Attending promotions and weekly meetings.
* Teaching short term courses.
* Supervising and monitoring exams.
* Managing and facilitating classrooms.
* Help developing the educational curriculum.
* Preparing games and warmers for the lesson.
* Effective classroom management, etc

**Ministry of Information Culture and National Guidance, Radio Hargeisa**

**English Language Newscaster and Director General assistant**

**February, 2012 – July, 2013**

***Newscaster:*** As a newscaster my duties included:

* Translating the daily news from Somali to English.
* Casting the news in English.
* Preparing daily programmes.

***Director General Assistant:*** As a DG assistant my duties included:

* Training new colleagues.
* Supervising the work of colleagues.
* Covering for missing colleagues, etc.

**Education**

* Secondary School, Ma’arif Secondry School (2012 – 2013)
* Diploma in Journalism, Sidam College (2010 – 2011)
* Diploma in English Language, Future College (2009 – 2010)

**Key skills and Competencies**

* Demonstrated skill in curriculum planning.
* Demonstrated skill in project management.
* Knowledge of managerial principles.
* Knowledge of student services administration principles and practices at post-secondary institutions.
* Knowledge of records maintenance principles and practices.
* Knowledge of budgeting principles and practices.
* Knowledge of higher education principles and practices.
* Strong organizational, interpersonal and analytical skills.
* Fluent in the English and Somali languages.
* Demonstrated skill in teaching highly effective lessons.
* Demonstrated ability to interact successfully with students, managers and colleagues.
* Public speaking.
* Ability to deal with issues in a calm, respectful manner.
* Ability to multi task and manage conflicting demands.
* Ability to produce consistently accurate work even whilst under pressure.
* IT literate: Microsoft Office; Word, Excel and PowerPoint.

**Personal Qualities and Skills**

* Active Learner.
* Active listener.
* Very strategic.
* Very creative.
* Very friendly.
* Highly enthusiastic.
* Outcome orientated.
* Servant-leader.
* Very Inspiring.
* Service Orientated.
* Detail orientated.
* Excellent organizational skills.
* Very patient and understanding.
* Polite and kind in nature.
* Very caring.
* Very confident.
* Very punctual.
* Very hard-working.
* Very respectful, etc.

***References:***

Mustafe Hassan Dahir;

Vice President, ADF, Edna Adan University

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Intisar Yusuf;

Islamic Online University (IEC), Former IEC Manager and Co-ordinator Intisaryusuf@gmail.com

Muna Mohamoud Elmi;

Head of Communications at Ministry of Information

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