

DR. MOHAMMAD AL AZZAM

Work experience

Sep. 2006 - Aug. 2009 / **The Hashemite University** / German language

Lecturer

Responsibilities

- 👉 Lecturer of German as a Foreign Language at the Queen Rania Institute of Tourism and Culture at the Hashemite University in Zardqa, Jordan.

Sep. 2009 - Present / **The University of Jordan** / Linguistic and Literature

Lecturer

Responsibilities

- 👉 Teaching classes in German across a wide range of graduate levels, conducting research leading to publication, designing graduate courses, providing curriculum material, constructing syllabi, leading classroom instruction, writing and administering exams, coaching students in the writing of essays, mentoring and evaluating students, serving on various faculty- and student-oriented committees, and participating in the faculty decision-making of the Department of European Languages.

Aug. 2011 - Present / **The European Academy for Coaching & Languages** / Administration

Chairman

Responsibilities

- 👉 Guiding the committee in its work as consistent with the Academy's mission and strategic plan, as outlined by the Board of Directors.
- 👉 Responsibilities:
 - 👉 * With staff, developing a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
 - 👉 * With staff, developing agendas and conducts committee meetings.
 - 👉 * Approving reports and pre-meeting materials before their distribution.
 - 👉 * Working with staff to ensure that the committee's work is carried out between meetings.
 - 👉 * Approving cycle reports on committee activities, including requests to the Board of Directors for action items.
 - 👉 * Reporting to the committee on Board of Directors or Executive Committee decisions that affect the committee's work or activities.
 - 👉 * Recruiting/approving new members to the committee and approving interested parties



BASIC DATA

- 📍 The University of Jordan-P.O.Box 13480, Amman, 11942
- ☎ +962(0)77999448
- ✉ m_azzam2000@yahoo.com
- 📅 12/5/1975
- 💍 Married



LANGUAGE PROFICIENCY

Arabic ★★★★★
native speaker

German ★★★★★
expert, interpreting

English ★★★★★
expert, interpreting

French ★★★
active

Italian ★
beginner

Persian ★
beginner



DRIVER'S LICENSE

Groups

B

- 👍 Ensuring that members, observers and interested parties understand any confidentiality requirements of the committee.
- 👍 * Observing and following the committee appointment guidelines adopted by the Board of Directors, facilitating new member appointments.
- 👍 * Recommending to the Board of Directors a succeeding appointee to fill his or her chair slot.
- 👍 * Where appropriate, making policy recommendations to the Board of Directors.

Sep. 2006 - Present / **Many Centers, Institutions and organizations** / Translation and Interpretation

Translator and Interpreter

Responsibilities

- 👍 * Attending conferences and meetings and act as official German/English/Arabic translator to academic and business discussion.
- 👍 * Convert concepts in the source language (German/English/Arabic) to equivalent concepts in the target language (German/English/Arabic).
- 👍 * Create a new text in the target language that reproduces the content and style of the original.
- 👍 * Edit and proofread text to accurately reflect language.
- 👍 * Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations.
- 👍 * Relay the style and tone of the original language.
- 👍 * Manage work schedules to meet deadlines.
- 👍 * Render spoken messages accurately, quickly, and clearly.

Sep. 2011 - Sep. 2013 / **The University of Jordan** / Computerized Examination for all faculty students

Coordinator

Responsibilities

- 👍 1. Assist in the process of examination development and construction; send out draft and collect revisions; collate and disseminate materials for central review; and disseminate revised draft for final sign-off and approval.
- 👍 2. Collect solutions from exam committees after central grading. Use MathType to construct draft of illustrative solutions and disseminate to committee members for revisions. Revise and coordinate final solutions and obtain the appropriate sign-off.
- 👍 3. Coordinate exam supervisor report process. Track receipt of reports. Follow-up on missing or incomplete reports. Distribute reports to participants as needed for investigations.
- 👍 4. Provide support to Manager on Computer Based Testing administrations. Work with Prometric on issues associated with the administration of the Computer-based exams. Send confirmation letters to colleagues.
- 👍 5. Coordinate and send text messages to exam candidates with pass/fail results for exams. Work with Registrar on the production and timing of text messages with pass/fail results.

Sep. 2014 - Present / **The University of Jordan** / Social Activities

Coordinator

Responsibilities

- 👍 Planning and monitoring department-staff activities and programs.

Feb. 2014 - Present / **Cambio Institute-Germany** / Telc examination

Coordinator

Responsibilities

- 👍 Responsible for all organisational and administrative tasks pertaining to the Telc examination in Jordan.

Jan. 2016 - Present / **Attanal Al Arabi Institution** / Arabic Language Profeciency Test

First Secretary Assistant and Test Coordinator

Responsibilities

- 👍 Responsible for all organisational and administrative tasks pertaining to the Attanal examination worldwide.
- 👍 Attanal Alarabi Institution:
- 👍 A linguistic educational institution, concerned with:
- 👍 * Constructing and implementing standardized tests.
- 👍 * Curriculum assessment and development.
- 👍 * Qualifying, training and supervision.
- 👍 * Quality assurance.

Education

2004 - 2006

Deutsch als Fremdsprache

(PhD)

Heidelberg University, Heidelberg-Germany

2001 - 2004

Deutsch als Fremdsprache

(Master)

Heidelberg University, Heidelberg-Germany

1999 - 2001

Deutsch als Fremdsprache

(Pre-degree: Intermediate examination)

Heidelberg University, Heidelberg-Germany

1994 - 1998

Modern languages

(BA)

Yarmouk University, Irbid-Jordan

1994 - 1994

Secondary school

(General qualification for university entrance)

Howwara secondary school, Howwara-Jordan

Certificates and Courses

Curriculum development for a degree in translation for Arabic-German, German-Arabic”

Attendance of the workshop “curriculum development for a degree in translation for Arabic-German, German-Arabic” at the University of Jordan, Amman.

A Dialogue between the Religions

Attendance of the seminar “A Dialogue between the Religions” at the University of Tübingen, Germany.

IT and university evaluation

Certificate. Participating in "IT and university evaluation" course at the Hashemite University

Other skills and abilities



Strong Computer Skills