

BEFORE

5501 Main Street, Apt. 14, S. Falls Church, VA 22041
101-276-9152 • JohnSmith@hotmail.com

John Smith

Objective

Instructor of the Arabic language for non-native speakers.

Experience

06/2005 – Present	ICA language service former Inlingua Language Services Centers	Rosslyn , VA
06/2012– 10/2012	Assigned instructor provided Linguistic training DLI at Fort Carson language training detachment. My duties include training and teaching basic Arabic language and culture for military personal deployed to middle east	Fort Carson , Co
07/2008-09/2011	Assigned instructor provided linguistic training for the Arabic division employees at the open source center. OPSRC	Reston, VA

My duties includes, assisting the students In varies level to better understand the terminologies and improve their reading listening and speaking skills. Part of my training was reading the daily news from different Arab news agency and Arabic literature, followed with discussion. This technique resulted in improving the students' ability to communicate with the modern standard Arabic and better understating the culture.

09/2005-2008	USDA Graduate School	Washington, DC
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Language Instructor

Taught introduction Arabic language and culture for students of various governmental agencies, demonstrated basic Arabic language skills for adult English speakers; my duties include teaching the Alphabet with accurate sound and pronunciation, enhance vocabulary knowledge and Arabic cultural awareness, taught basic useful daily expressions such as greetings, addressing, and umbers. Improve students' communications skills involving both grammatical and language structure questions and answers and simple conversational expression, translation from Arabic to English and vice versa.

09/2004-2008	Adult Education Center	Fairfax, VA
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Language Instructor

Taught introduction Arabic language and culture for students of various governmental agencies, demonstrated basic Arabic language skills for adult English speakers; my duties include teaching the Alphabet with accurate sound and pronunciation, enhance vocabulary knowledge and Arabic cultural awareness, taught basic useful daily expressions such as greetings, addressing, and umbers. Improve students' communications skills involving both grammatical and language structure, questions and answers and simple conversational expression.

10/2005-2007

International Language School at Geospatial
Intelligence Agency (NGA)

Washington DC

Language Instructor

Taught Arabic language for non-native speakers of US department of State Foreign Service employees traveling and/or relocating to the Middle East.

Activities include: reading, listening, interacting with basic daily expressions, educating students about the cultural aspects of the area.

11/1999-2006

Comprehensive Language Center

Ballston, VA

Language Instructor

Taught Arabic language non-native speakers for US department of State Foreign Service employees traveling and/or relocating to the Middle East.

Activities Include: reading, listening, speaking, and communication skills, educating students about the cultural aspects of the area.

10/1998-04/1999

Islamic Saudi Academe

Alexandria, VA

Language Instructor

Taught Arabic for children of ages 8 to 18, created collaborative learning environment, designed and implemented educational lessons and exam structures.

09/2000-2009

Vienna Arabic Language School

Vienna, VA

Language Instructor

Taught Arabic for children of ages 8 to 18, created collaborative learning environment, designed and implemented educational lessons and exam structures.

Education:

1976 – 1980

The Arabic University of Beirut

Beirut, Lebanon

Bachelors of Arabic Literature

Skills:

Proficient in using Microsoft Office software in both the English and the Arabic languages.

Typing with an average speed of 30 wpm.

Fluent in Arabic, English and German languages.

References are available on request.

AFTER

JOHN SMITH

5501 Main Street, Apt. 14 * S. Falls Church, VA 22041 * (101)276-9152 * JohnSmith@hotmail.com

Practical Teaching Methods * *Language Instructor* * *Arabic & English Language*

Dedicated, professional Language Instructor with over 14 years of proven, hands-on experience in English to Arabic language instruction. Experience with various second language teaching techniques and language translation. A work ethic characterized by integrity, accountability and a commitment to excellence in teaching. Excellent communication and interpersonal skills, with the ability to work effectively with a diverse faculty and individuals from all backgrounds. Eager to provide excellent language instruction.

SUMMARY OF SKILLS & QUALIFICATIONS

- Proficient use of Microsoft Office applications (English & Arabic)
- Fluent in English & Arabic
- Sound knowledge of Arabic teaching
- Able to translate/ interpret Arabic language
- Strong interpersonal/ communication skills
- Problem solver
- Strong attention to detail
- Consensus builder and motivator
- Highly organized, multi-tasker
- Patient & effective teaching methods
- Self-motivated

PROFESSIONAL EXPERIENCE

WORK HISTORY

Language Instructor

ICA Language Services (formerly Inlingua Language Service Centers), Rosslyn, VA 6/2005-Present
(The following positions were assigned to me as a qualified contractor by ICA)

- **Defense Language Institute at Fort Carson, Fort Carson, CO** 06/2012-10/2012
(Assigned instructor providing linguistic training at Fort Carson)
 - Taught Basic Arabic Language and culture for military personnel deployed to the Middle East
 - Assisted students in understanding commonly used terminology
 - Enhanced students' knowledge of vocabulary as well as cultural aspects of the area
 - Taught students through reading, listening, and interacting with basic daily expressions
 - Provided high quality language instruction with cultural authenticities
 - Instruction techniques resulted in student's improved ability to communicate in modern Arabic
 - Adopted different teaching methods according to the aptitude of the student
- **Open Source Center, Reston, VA** 7/2008-09/2011
(Assigned instructor providing linguistic training for the Arabic division employees)
 - Taught Advanced Arabic Language & Culture for employees tasked to analyze and write reports concerning Arabic media and news for their respective agency
 - Assisted students in increasing understanding, judgment & analysis of the Arabic language
 - Employed practical teaching techniques such as reading Arabic literature & daily news from Arab news agencies, followed by active discussion

- Used proven, advanced techniques to help students improve reading, listening & speaking skills
- Instruction techniques resulted in student's improved ability to communicate in modern Arabic
- Enhanced students' overall, practical understanding of the Arabic culture

Language Instructor

Adult Education Center, Fairfax, VA

9/2007-5/2010

USDA Graduate School, Washington, DC

09/2005-2008

- Taught introduction to Arabic language and culture for students of various governmental agencies
- Successfully taught and demonstrated basic Arabic language skills for adult English speakers
- Taught the Arabic alphabet to English speakers with emphasis on accurate sound and pronunciation
- Enhanced students' knowledge of vocabulary as well as overall Arabic cultural awareness
- Taught basic, useful daily expressions such as greetings, addressing, and numbers
- Improved students' communications skills through grammatical & language structure, question & answer concepts and simple conversational expression
- Provided accurate description and execution of the prescribed curriculum

Language Instructor

Vienna Arabic Language School, Vienna, VA

09/2000-2009

Islamic Saudi Academe, Alexandria, VA

10/1998-04/1999

- Effectively taught the Arabic language to children ages 8 to 18
- Created a collaborative learning environment conducive to teaching younger students
- Designed and implemented effective educational lessons and exam structures
- Utilized appropriate instructional strategies for developing comprehensive teaching content
- Participated actively in the professional learning community
- Effectively communicated the specified instructional program
- Provided effective, appropriate and differentiated language instruction

Language Instructor

International Language School at Geospatial Intelligence Agency, Washington, DC

10/2005-2007

Comprehensive Language Center, Ballston, VA

11/1999-2006

- Taught Arabic language for non-native speakers of the US Department of State Foreign Service, traveling and/or relocating to the Middle East
- Taught students through reading, listening, and interacting with basic daily expressions
- Educated students about the cultural aspects and social norms of the area
- Provided high quality language instruction with cultural authenticities
- Expanded and utilized knowledge of the theoretic principles of second language acquisition

EDUCATION

- **Prerequisites/testing completed** to test students of ICA, FSI & DLI in Modern Standard Arabic, March, 2013
- **Prerequisites/testing completed** to become certified Tester for language proficiency Format ILR, March, 2013
- **Bachelor of Arts in Arabic Literature**, The Arabic University of Beirut, Beirut, Lebanon, 1980

REFERENCES

Available upon request