

Safa Bashir Faraj Bait Obaidoon

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Dhofar University

Salalah

WORK EXPERIENCES:

- **Dhofar University, Instructor Assistant in the Foundation Program Unit.**
September 2007 to present.
- **Qatari and Omani Telecommunication company:**
(July to September 2007)
 - (Sales and customer service, Activation for pre paid and post paid accounts, SIM replacement, bill payment and internet service. Sent TT to fix customer's problems if needed.
- **University of Bozen, Italy**
(February 2006 -2010)
 - Research assistant since February 2006 to 2010 (interpreting interviews, transcribing interview tapes, translating documents and questionnaires from Arabic to English and vice versa)
- **Dhofar University**
(2004 – 2007)
 - A full year of part time work in the Admission and Registration office (academic year 2006-2007)
 - Part-time work in the office of the Dean of the college of Arts and Applied Science for 4 months at Dhofar University (academic year 2005/2006) as a scholarship student, doing administrative work.

- Part-time work in the Reception Office at Dhofar University, July-August 2005
- Full-time work in the Admission and Registration Office for 2 months in the summer of 2005/2006.
- A full year of part time work in the Reception Office as a scholarship student (academic year 2004-2005)

OTHER EXPERIENCES:

- Trained as IELTS assistant manager by British council, Muscat, Oman.
- Appointed as IELTS assistant manager at Dhofar University.
- Translating and interpreting (English-Arabic, Arabic-English)
- Active participation in preparation for Culture Week at Dhofar University 2004-2005
- Two years experience operating the Dhofar University's LOGSIS database (maintaining student records, grades, class schedules, personal data.. etc

LANGUAGES:

Arabic and English

EDUCATION:

(Internet and Computing Core Certification), **IC3**, June-August 2010

- Certificate in English Language Teaching to Adults "**CELTA**", Caledonian College of Engineering, Oman, 27th June 2009 – 22 July 2009
- BA, English Language and Literature, Dhofar University, Oman, July 2007
- Kawla bint Hakeem secondary school for girls, High School certificate, July 2003

ADDITIONAL PARTICPATION:

- Attended a workshop on how to incorporate technology into teaching (including audio, video and highlighting information). January, 2011
- Participated in a Workshop on "Learner-Centered Teaching" at Dhofar University, Salalah, in January, 2009.

- Participated in a Workshop on “Burnout in English Language Teaching, at Dhofar University, Salalah, in March 2009.
- Participated in a Workshop on “Cooperative Learning in the English Language Classroom”, at Dhofar University, Salalah, in March 2009.
- Oman International ELT Conference”, April 2009
- IELTS , grade 6 in Salalah, 2008
- Workshop in "Effective Use of Internet in Business", September 2003.
- Intilaaqah Workshop for Setting Up Your Business, December 2006
- Participated in several student affairs workshops in the area of self and career and self development.
- Memberships
- Community service

SKILLS:

- Fluent in both Arabic and English languages
- Good typing speed
- Competent in Microsoft Word, Excel, Power Point and Access
- Capable of effective research skills on the internet
- Experience in inter-cultural relations with people of all nationalities
- Translation skills
- Effective communication skills
- Training at Al Nawras telecommunication company

REFERENCES:

- Hanan Bashir Bait- Obaidoon, Leadership Learning Advisor, Petroleum Development Oman, Sultanate of Oman, Tel: 24 67 51 88 / 99495276
- Dr. Muffed Al Abdullah, Assistant Professor, Dhofar University, , email: m_alabdullah@du.edu.om. Ext: 7230
- Susan Mubarak Al Shahri, Training Support Specialist, Omantel, 99282328