

Aveen Sarkawt A. Sami Alomadi

+964 751 744 8292

aveensarkawt@gmail.com

EDUCATION

PhD Student “ABD”, University of Zakho, College of Humanities, English Literature, 2023-present.

Master’s Degree, University of Duhok, College of Humanities, English Language & Literature 2017
Certificate in **IELTS** – British Council / Erbil.

Diploma, Pedagogy, Training and Development Center / Nawroz University 2017

Bachelor’s Degree, Nawroz University / College of Languages/ Dept. of English Language, 2014

WORK EXPERIENCE

Lecturer / American University of Kurdistan, College of Arts and Sciences, Dept. of General Education / 2023 – 2024

Job responsibilities:

- Lecture undergraduate courses.
- Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes, using each course’s standard course outline as a guide.
- Create, post, and articulate course syllabi, course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
- Create course curricula, course handouts, lectures, workshops, presentations, and other course materials required to deliver course content in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
- Participate in program-level learning assessment. Participation includes helping articulate learning outcomes, choosing and administering measures, evaluating student performance, and suggesting changes to improve student learning.
- Create course rubrics in order to assess each student’s performance related to the course’s learning objective and to identify areas for student improvement.
- Perform other required duties as assigned by the supervisor.

Lecturer / Nawroz University, College of Languages, Dept. of English Language / Sept.2018-sept.2024

- Manager of Quality Assurance unit. (Assessing and evaluating staff productivity and efficiency)
- Working as a member of the Quality Assurance committee.
- Working as a member of the examination committee.
- Jury member of student’s graduation projects & Rapporteur of scientific promotion committee.
- Writing academic articles.
- In-charge of English club where we conduct reading and discussing books, debates, activities etc.
- Teaching World Literature, American Literature, Classic Literature, and Methodologies of Research Writing to undergraduate students.
- incorporating social, psychological, political, global and cultural awareness to students through literary works.
- Providing instruction according to individualized plans tailored to each individual student’s particular needs.
- Archiving students’ examination and attendance records, and their progress.
- Supervising students’ graduation papers.

Trainer / Better World Organization, Domiz Camp, June 2022.

- Designed and delivered vocational training program for female refugees based on community needs and market

demand.

- Developed lesson plans, teaching materials, and assessments aligned with learning objectives.
- Provided hands-on demonstrations, supervised practical sessions, and monitored individual progress.
- Offered career guidance, job readiness skills, and personal development support to trainees.
- Conducted evaluations to measure training effectiveness and implemented improvements.
- Maintained training records and submitted regular reports to the program coordinator.
- Promoted inclusion and motivation among participants from diverse social and educational backgrounds.

Trainer / Nawroz University, August 2022

- Planned and delivered skill-based workshops (e.g. Job-Seeking Skills, communication skills, crafts) tailored to the needs of learners.
- Created easy-to-follow learning materials and activities to support each session.
- Guided trainees during practical exercises and provided individual feedback to help them improve.
- Helped participants build soft skills such as teamwork, problem-solving, and interview techniques.
- Encouraged students from different backgrounds to stay motivated and complete the program.
- Kept records of attendance and progress, and shared updates with the program team.
- Promoted a positive, inclusive learning environment for everyone.

Manager of Quality Assurance Unit / Nawroz University, College of Languages, Dept. of English Language / Sept.2021 -Sept.2022

- Assessing and evaluating staff productivity and efficiency.
- Designing, implementing, and improving quality standards.
- Analyzing data to find areas for growth.
- Assisting in the recruiting process.
- Creating reports to track progress in compliance with the Director of Quality Assurance.
- Formulating strategies to increase productivity.
- Monitoring and reviewing all operations that affect quality, including students' feedback, conducted seminars and symposiums, and following pedagogical trends in academia.
- Reviewing current standards and policies.
- Ensuring all legal standards are met.
- Keeping records of quality reports, students' feedback, statistical reviews and relevant documentation.
- Supporting current and future faculty needs through the development, engagement, motivation and preservation of staff.
- Arrange college workshops, seminars and symposiums.
- Overseeing students' feedback.
- Maintain accurate records of faculty performance and data.
- Keeping track of faculty updates in compliances with the IT and University Website department.

Project Officer, TOT & English Promoter / Preemptive Love Coalition Org., WorkWell / June 2018 – Sept 2021

- Drafting project proposals concerning livelihood, vocational, and social trainings.
- Conducting group and individual life skills education sessions five days a week in accordance with the daily schedule established by the Program manager.
- Monitoring and Evaluating participants' academic/interpersonal development.
- Teaching basic and advanced English language learning skills.
- Providing feedback to program management teams on project strategies and activities; and facilitate the flow of data.
- Planning, arranging and submitting Reports (Daily, Weekly, End of the Cycle) with required data.
- Conducting weekly workshops on job creation topics.
- Coaching trainees on job seeking and business creation.

- Organizing & conducting Feedback Surveys.
- Organizing social events and opportunities for students to practice their skills outside of classrooms.
- Collaborating with project team to advertise and recruit participants.
- Supporting partners and communities in strengthening/establishing community-based child protection programming.
- Attending Workshops, Trainings, and Summits run by PLC on Job Creation, Child Protection Awareness, Gender based Violence, Mental Health and Care, and Running Training Courses.
- Facilitating leadership and life skills training for adolescents and women.
- Encouraging local media partnerships and social cohesion mobilization through social media.
- Facilitating participatory and scholarship processes and evaluations.

Lecturer / Duhok Polytechnic University / Ararat Institute / Duhok & Shekhan / 2018-2022

- Capacity building for interpersonal skills.
- Teaching required elements and techniques for the purpose of learning Analytical/Critical skills.
- Teaching General English & Academic Debate: Developing academic skills for learning language.
- Teaching Literary trends and works.

Project Facilitator / NRC Org. & The British Council / Enrichment Course of English language / 2016-2017

- Teaching Basic and Advanced English Language to University and post-graduate students.
- Conducting and supervising debates and open discussions to enhance soft skills.
- Capacity building for interpersonal skills.

Administrative Assistant / Nawroz University / College of Languages, Dept. of English language / 2014-2015

- Maintaining, organizing and ordering general office supplies.
- Booking arrangements for staff.
- Answering and directing phone calls.
- Organizing and scheduling appointments.
- Planning meetings and taking detailed minutes.
- Writing emails, correspondence memos, letters, faxes and forms.
- Assisting in the preparation of regularly scheduled reports.
- Developing and maintaining a filing and archiving system.
- Updating and maintaining office policies and procedures.
- Submitting and reconciling expense reports.
- Acting as the point of contact for internal and external visitors.
- Liaising with executive and senior administrative assistants to handle requests and queries from senior managers.

LANGUAGES

Kudish (Sorani-Badini)	English	Arabic
Native	Fluent	Excellent

COMPUTER & NETWORK

Microsoft Office (Word/Excel, PowerPoint) Outlook, Google Platforms	Network & social media (LinkedIn, Instagram, Air Table, Sales Force, Slack, Prezi, Canva, etc)
Excellent	Excellent