

Radhyah Almutairi

Kingdom of Saudi Arabia

Mobile: 966 (0) 503989825

Email: R.MUTEB.ALMUTAIRI@outlook.com

PERSONAL INFORMATION

- Full Name: Radhayh Muteb Al Humaidani Al Mutairi.
- Gender: Female
- Date of Birth: November 27, 1995
- Marital Status: Single
- Occupation: teaching assistant
- Interests: reading, volunteering and helping others, travelling, creative writing

OBJECTIVE

Dedicated to teaching, seeks to encourage creativity and intelligent thinking in a way that increases student performance.

EDUCATION

BACHELOR'S DEGREE IN ENGLISH TRANSLATION , QASSIM UNIVERSITY, MAY 2017.

First-class honor.

PERSONAL SKILLS

- Lifelong learner through Reading, listening, and observation.
- Ability to handle the pressure
- Proficient in communication skills
- Time management
- Interpersonal skills
- self-motivated skills
- leadership skills
- Ability to work independently or as part of a team

TRAINING COURSES

- Managing project risks.
- Presentation skills.
- Essential skills to mastering the art of win-win negotiation.
- Academic writing.

TECHNICAL SKILLS

- Adobe Photoshop CC
- Advanced skills with Microsoft Office (Word, Excel, and PowerPoint)

LANGUAGES

- Arabic: Native
- English: Full professional proficiency

EXPERIENCES

1- English trainer , ministry of education, Qassim.

July 2018-May 2018 (a two month course in We can speak English)

- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.

2- English trainer , ministry of education, Qassim.

April 2019-March2019 (one month course in English Basics)

- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
- Select, order, and issue books, materials, and supplies for courses or projects.
- Write instructional articles on designated subjects.

References: All references are ready upon request.