CURRICULUM VITAE
Iman Mohamed Mahfouz El-Zakalaie

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EDUCATION

- 2008 – 2012   Faculty of Arts   Alexandria University, Egypt

PhD in linguistics

- 2000 – 2003   Faculty of Arts   Alexandria University, Egypt

M.A. in linguistics

Excellent with honours– Recommendation for thesis publishing

- 1994 – 1998   Faculty of Arts   Alexandria University, Egypt

B.A. of English language and literature – Language and Translation Section

Very good with honours (ranked first for class)

PROFESSIONAL EXPERIENCE

- *Current Job*

Associate Professor and Vice Dean for Education Affairs

College of Language and Communication (CLC) - Arab Academy for Science, Technology and Maritime Transport (AASTMT)

- *2013 - 2016*

Acting Head of Language and Translation Dept.
CLC General Quality Assurance Coordinator

- *2012 - 2015*

CLC Vice Dean for Student and Education Affairs

- *2005 – 2012*

Assistant lecturer - Institute for Language Studies (ILS) - (AASTMT)
Part-time English language instructor at the following institutions:

- *1999 - 2005*

ILS – AASTMT
Nautical Department coordinator, Linguistic Circle coordinator

- *2003 - 2005*

Centre for Adult and Continued Education (CACE) – AASTMT

- *2003 - 2004*

Alexandria Hilton Green Plaza

- *2002 – 2003*

Seamen Training Centre – AASTMT

- *Summer 1999*

Summer School – CACE

- *1999 - 2000*

Sadat Academy for Management Sciences

- *1998 – 1999*

Port Training Institute - AASTMT

COURSES TAUGHT

- Linguistics
- Phonetics
- Grammar
- English for engineering
- English for marine engineering
- English for business
- English for nautical students
- English for logistics
- English for marine ratings
- English for hotels and catering
- General English courses
- Technical report writing
- Presentation skills
- Script Translation
- Translation graduation projects

CURRENT JOB RESPONSIBILITIES

- Head of college academic advising
- Permanent member of college council
- Head of timetable committee
- Head of exam proofreading committee
- Member of College Accreditation Committee
- Member of Quality Assurance Committee
- Preparing CLC status report for Supreme Council of Egyptian Universities

(SCEU)
- Preparing CLC Strategic Plan for Education (2016-2021)
- Reviewing applicants' CVs and conducting interviews
- Preparing college catalogue, website and advertisements
- Catering for special-need students, devising tailored material and special exam arrangements
- Supervising MA and PhD dissertations and reviewing postgraduate theses proposals
- Supervising graduation projects and stage performance for graduation ceremonies
- Organizing seminars and workshops
- Participating in student activities, freshers' and graduation parties, artistic events, trips and field visits
- Translating and proofreading various documents
- Coordinator of student exchange programme with Faculty of Translation and Interpretation (FTI), Geneva University, Switzerland

MATERIAL DESIGN

- Grammar
- Phonetics
- English for engineering
- English for nautical students
- English for hotels and catering
- English for marine ratings
- Technical report writing
- English for fisheries
- English for Maritime Upgrading Studies

ASSESSMENT CONDUCTED

- Written (proficiency & achievement)
- Oral presentations
- Oral placement interviews
- Research and project work
- Various types of online assessment
- Certified Marlins examiner (leading speaking test for seafarers)

TRANSLATION AND EDITING WORK

Various institutional and other documents, including:

- College of Management and Technology Strategic Plan (2020)
- AASTMT Regulations for Sharjah Branch (2020)
- AAST Students' Code of Ethics (2018)
- AAST Education Regulations (2016)
- Oiled wildlife response manual for POSOW project for the EU (2015)
- European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN) (2014)
- AAST Regulations (academic – staff – personnel) (2012)
- International Table Tennis Federation (ITTF) Handbook (2009)
- AAST legal documents, contracts, agreements, protocols, correspondence
- Speeches and addresses delivered by AAST President
- Translating & proofreading PhD & MA dissertations and research papers
- Subtitling AAST promotion films
- Translator of the book *Scientific Research*, by Dr. Gamal Abu Shanab (2000)
- Translator at the Centre of Language and Translation, Alx University.
- AAST website (ongoing)

PUBLICATIONS

- Mahfouz, I. (2016). "Gender differences in English comments on Egyptian Facebook pages", Faculty of Arts Bulletin, Alexandria University, Issue 81, pp. 37-80.
- Mahfouz, I. (2016). "Arabic Transliteration of English in Egyptian Tweets: An Exploratory Study". Cairo Studies, English Department, Faculty of Arts, Cairo University, 2016 issue. pp. 159-181.
- Mahfouz, I. (2016). "Analysis of Errors in the Phonetic Transcription of English Consonants by Egyptian Undergraduate Language Students". Faculty of Education Journal, Alexandria University, 26(6) – part 1. pp. 293-322.
- Mahfouz, I. (2017). "Analysis of Errors in the Transcription of Simple English Vowels (Monophthongs) by Egyptian Phonetics Students", Faculty of Education Journal, Alexandria University, 27 (1), pp. 237-307.
- Mahfouz, I. (2017). "A computer-assisted analysis of political speeches: Morsi vs. Obama", Faculty of Arts Bulletin, Alexandria University. Issue 85. pp. 1-38.
- Mahfouz, I. (2017). "Variation in Arabic transliteration of English words on Twitter: A corpus-based approach". Faculty of Education Scientific Bulletin, Ain Shams University, , 23(3).

- Mahfouz, I. (2018). Attitudes to CAT tools: Application on Egyptian translation students and professionals. *Arab World English Journal (AWEJ), Special Issue on CALL (4)*. pp. 69- 83. DOI: https://dx.doi.org/10.24093/awej/call4.6
- Mahfouz, I. (2018). "Word shortening strategies: Egyptian vs. non-Egyptian English tweets". *English Language and Literature Studies*, 8(3). pp. 27-38. DOI:10.5539/ells.v8n3p27
- Mahfouz, I. (2018). "The representation of Meghan Markle in Facebook posts: A discourse historical approach (DHA)". *International Journal of Language and Linguistics*. 5(3). pp. 246-259. DOI: 10.30845/ijll.v5n3p24
- Mahfouz, I. (2020). The linguistic characteristics and functions of hashtags: #Is it a new language? *Arab World English Journal (AWEJ) Special Issue on CALL*, 84-101. DOI: https://dx.doi.org/10.24093/awej/call6.6

DISSERTATIONS

- Mahfouz, I. (2003). *An analysis of some syntactic and morphological errors in the output of two selected English-Arabic machine translation systems.* Unpublished MA Thesis, Alexandria University.
- Mahfouz, I. (2012). *Analyzing Egyptian weblogs written in English.* Unpublished PhD Thesis, Alexandria University.

ADDITIONAL CERTIFICATES AND COURSES

- Advanced translation certificate, CACE **- grade**: *A+*
- French language, French Cultural Centre, Level 11**- grade**: *very good*
- *ICDL*
- *IELTS* (overall band score: 8)

- **Attended the following staff training courses at AASTMT:**
  - ✓ Credit Hour System and Academic Advising, February 2014
  - ✓ International Publishing of Scientific Research, November 2014
  - ✓ University Code of Ethics, June 2014
  - ✓ Effective Meetings and Time Management, March 2016
  - ✓ Course Design and Development, April 2020

- Reviewer and Member of the Scientific Committee for the Applied Linguistics Research (ALR2020) Symposuim at Prince Sultan University, College of Humanities, November 2020

- Presenter at The Third International Conferenceon Interdisciplinarity in Linguistics, Literature, Translation and Culture: Trends and Challenges, 29-31 October 2019, Department of English Language and Literature, Helwan University – Presentation entitled *#IsItaNewLanguage: The Linguistic Characteristics and Functions of Hashtags*

- Presenter at the AUC/SCE 1st Conference on Localization, Translation and Interpreting: Bridging Gaps, 15-16 April, 2019 – Presentation entitled: Attitudes to CAT Tools: Application on Egyptian Translation Students and Professionals

- Presenter at the 9th Quarterly Linguistic Seminar at the Dept. of English Language and Literature, Faculty of Arts, Cairo University, April 2017 – Presentation entitled: *Arabic transliteration of English in Egyptian tweets.*

- Presenter at the 3rd Conference for Innovation in Education, Notting Hill College, Cairo, November 2018 – Presentation entitled: *Learning Management Systems: Opportunities and challenges.*

- Presenter at the Fourteenth Symposium of Comparative Literature, Dept. of English Language and Literature, Faculty of Arts, Cairo University, November 2018. Presentation entitled: *Attitudes to CAT Tools: Application on Egyptian Translation Students and Professionals.*

- Presenter at "Learning Technologies Highlights 1" held by Learning Technologies Special Interest Group (LTSIG) affiliated to the American University in Cairo (AUC), on Dec. 13th , 2018. Presentation entitled: *Using Social Media in the Classroom: Can Smart Phones Make Smart Learners?*

LANGUAGE PROFICIENCY

- Arabic: Mother tongue

- English: Near-native

- French: Very good command

- Turkish: Fair