



GHADA NEMETALLAH, PH.D.

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PROFILE

Accomplished academic professor with 37 years of experience in teaching English with native-like use of English. Holds a Ph. D. in English Language & Literature. Assuming the position of Head of the Languages Department at the Arab Academy for Science, Technology and Maritime Transport, the tasks of the Head of the Languages Department are:

- Preparing the academic schedule for each semester and distributing the curricula to the faculty members of the department, each according to his specialization, which is commensurate with the nature of each college.
- Responsibility for reviewing and preparing all examination steps, which include photocopying, envelopes, responsibility for traffic and control, reviewing results and submitting them to the College Deanship.
- Preparing the annual plan for the Department of Languages and applying it in the periodic achievement that is prepared every 3 months.
- Preparing course specifications for the new regulations that apply to colleges.
- Teaching the official load for teaching courses.
- The meeting of the department's special council to manage the educational and administrative process at the scheduled date for each month.
- Holding personal interviews to seek the assistance of faculty members and teaching assistants to fill in the blanks in the department to complete the teaching process and maintain the quality of the educational process.
- Carry out course equivalency for students applying to different colleges.
- Finally, translating the abstracts of graduation projects.

PROFESSIONAL INTERESTS

- Teaching English Language & Literature
- Teaching English as a Foreign Language (EFL)
- Teaching English for Special Purposes (ESP)

EDUCATION

2003

PH.D. IN ENGLISH LANGUAGE & LITERATURE

Cairo University, Cairo, Egypt

Graduated with honors of the first degree with recommendation of distribution among universities.

1994

M.A. IN ENGLISH LANGUAGE & LITERATURE

Cairo University, Cairo, Egypt

Graduated with honors of the first degree.

1986 **B.A. IN ENGLISH LANGUAGE & LITERATURE**
Cairo University, Cairo, Egypt
Graduated with honors of the first degree, and ranked the first on my graduating class.

EXPERIENCE

2018 – Today **Arab Academy, College of Language and Communication, Cairo, Egypt**
Head of English Languages Department, Smart Village Campus

- Managing the administrative and academic affairs of the department
- Evaluating the performance of professors teaching at the department
- Supervising academic teaching activities
- Supervising mid and final exams
- Conducting Academic Advising
- Interviewing and appointing professors for teaching at the department
- Conducting the department council meetings.
- Supervising Teaching ESP classes of students at the College of Engineering, College of Computer Science. College of Business and College of Logistics

2015 – 2018 **Arab Academy, College of Language and Communication, Cairo, Egypt**
Head of English and Translation Department, Sheraton Campus

- Various administrative tasks
- Supervising the production of 3 theatrical plays
- Teaching English Literature classes (Drama 1, Drama 2, Poetry 1, Poetry 2, Comparative Literature, American Literature and Practical Criticism)

2013 – 2015 **CAIRO UNIVERSITY, Cairo, Egypt**
Assistant Professor, English Department, Faculty of Arts

- Teaching English Literature for students at the Faculty of Arts.
- Teaching ESP courses for external students from various faculties.
- Supervisor of Special affiliation program for students of History, Sociology and Arabic Departments of Cairo University.

2010 – 2013 **KING ABDULAZIZ UNIVERSITY, Jeddah, Saudi Arabia**

Director of English Language Unit

Managing the English Language Unit at the Faculty of Economics and Administration including preparing the curriculum, training the teachers, supervising the teaching activities and exams, evaluating the performance of the Unit and planning for continuous improvements.

2004 – 2010 **KING ABDULAZIZ UNIVERSITY, Jeddah, Saudi Arabia**

Assistant Professor of English

Teaching Business English for Academic Purposes to students of the College of Business Administration including curriculum development, preparing course materials and identifying areas of development. I have prepared a distance-learning course as well as as teaching preparatory courses to newly admitted students. I have taught Business courses together with language courses. I have designed a plan for

two-level business and language courses aiming at twin targets implementing business with language skills concepts. I have presented a workshop aiming at developing language skills for my colleagues at the College of Business Administration. In addition to working full time with the College of Business Administration, I have assisted The English Department at The College of Arts in teaching several English Literature Courses. I spend around 20% of my time advising and consulting with my students.

2003 – 2004 **EFFAT COLLEGE**, Jeddah, Saudi Arabia

Assistant Professor of English

Teaching English Language to students with Major in English. Teaching TOEFL courses for students of different majors. Teaching English as a Foreign Language for entry-level students. Conducting placement exams for students of all departments. The courses comprised developing the language skills, reading, writing and listening.

1986 – 2003 **CAIRO UNIVERSITY**, Cairo, Egypt

Assistant Professor, English Department, Faculty of Arts.

- Teaching English literature for students of English Department, as well as teaching English for Academic Purposes to students from various faculties/departments within Cairo University including College of Medicine, Computer Science Department and College of Business Administration.
- Teaching reading and writing skills for students taking an English Translation Diploma.

SEMINARS

- Participation in the three days seminar entitled “*issues in translation*” 30/10/2022-3/11/2022

WORKSHOP

- Active participation in the 1st three day specialized workshop series entitled “New trends in Media translation”

WEBINARS

- John Bateman/Topic: Analyzing complex Multimodal Artefacts:Narrative Film as an Example (17/3/2023)
- Ehatarina Ignatova/Topic: Corpus assisted Multimodal Discourse study of Representation of Guests &Hosts in Tripadvisor Reviews about Moscow (27/2/2023)
- Janina Wilfever /Topic: Life-saving stories:Multimodal first –aid Instructions on Instagram and Tiktok 2/12/2022

CONFERENCES

- Narrating the Arab Spring Conference at the English Department, 2012.
- Creativity and Revolution at the English Department, 2012.
- Introduction to Quality of Educational Programs, Cairo University, 2006.
- Curriculum Designing, Cairo University, 2006.
- Decision Making and Solving Problems, Cairo University, 2006.
- Credit Hours, Cairo University, 2006
- E-Learning, Cairo University, 2006
- Effective Teaching, King Abdulaziz University, 2005
- Technology: The Way to Global Learning, Effat College, 2004.
- Career Fair, Effat College, 2004.
- I recorded a 6-hours video tape teaching English language as part of Cairo University distant-learning program, 2002.
- Academic Teacher Training, Cairo University, 2002
- Intensive TEFL Program, Ohio University, 1992.

COURSES

The following partial list provides an example of the courses that I have been teaching:

Cairo University, Faculty of Arts, English Department

English Language courses for students of foreign departments

English Language courses for external students

English Literature courses for students of English Department

Arab Academy for Science, Technology and Maritime Transport

College of Language and Communication

LCP 123, Poetry 1

LCPO 242, Poetry 1

LCD 232, Drama 1

LCD 354, Drama 2

LCAL 364, American Literature

LCPC 471, Practical Criticism

College of International Transport and Logistics

ALI 125, ESP 1 Ar

ALI 212, ESP 2 Ar

ELI 125, ESP 1 E

ELI 212, ESP 2 E

College of Management and Technology

LH182, English for Business 1

LH183, English for Business 2

King Abdulaziz University, College of Business Administration

101: ELCA 1, Elementary English Language for non-native speakers

102: ELCA 2, Intermediate English Language for non-native speakers

101: English Writing 1

102: English Writing 2

Bus 103: Business Management

Bus 230: Modern Management

Bus 233: Organizational Behaviour

Bus 463: Human Resources

King Abdulaziz University, College of Arts

261: Introduction to Literature

343: Drama

343: Drama for External Students

Effat College

114: Translation

223: Composition 1

224: Conversation 1

261: Introduction to English Literature (poetry, fiction and drama)

334: Composition 2

343: Drama

363: Advanced Translation

371: Shakespeare and Drama

475: Shakespeare and 18th Century Drama

476: 18th and 19th Century Poetry