

# MARWA KHALIL

## CONTACT

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## TEACHING QUALIFICATION

Certificate in English Language Teaching to Adults (CELTA)  
University of Cambridge| Dec 2021

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## EDUCATION

MASTER OF ARTS: INTERNATIONAL & COMPARATIVE EDUCATION  
American University In Cairo - Cairo, Egypt | Sep 2013 - May 2016  
GPA 3.9

POSTGRADUATE DIPLOMA: CURRICULUM DESIGN & DEVELOPMENT  
Hamdan Bin Mohammed Smart University - Dubai, United Arab Emirates | Dec  
2016 - Sep 2017  
Recipient of UNESCO Scholarship  
GPA 3.65

SUMMER INTENSIVE PROGRAM: INTERNATIONAL & COMPARATIVE EDUCATION  
Graduate School Of Education & Information Studies - UCLA, United States Of  
America | Jul 2014 - Aug 2014

GRADUATE DIPLOMA: APPLIED LINGUISTICS  
English Language & Literature Department - Cairo University - Cairo, Egypt | Sep  
2010 - May 2011  
Grade: Excellent (Emtyaz)

BACHELOR OF ARTS: ENGLISH LANGUAGE & LITERATURE  
English Language & Literature Department - Cairo University- Cairo, Egypt| Sep.  
2005- May 2009  
Grade: Very Good (Gayyed Gedan)

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## ACCOMPLISHMENTS

Graduate Student Paper Prize, The  
Comparative and International  
Society (CIES), Middle East SIG, 2017

## PROFESSIONAL DEVELOPMENT

Project Zero Conference:  
Understanding for a Complex World,  
Harvard Graduate School of  
Education, 2018

IELTS Trainer, British Council, Dubai,  
Feb. 2019

AP Language and Composition & AP  
Literature and Composition, Khalifa  
University, August 2019

Teacher Leaders, Tellal Institute, Jan.  
2020

KHDA MPD Courses, Tellal Institute,  
May 2020

Effective Strategies for Teaching  
Complex Texts, Savvas Learning  
Company-Cambridge Assessment,  
Nov. 2020

IELTS Teacher Training, IDP  
Australia, Sep. 2021

## WORK EXPERIENCE

### ENGLISH INSTRUCTOR

GEMS Al Khaleej International School - Dubai, United Arab Emirates | Jan 2018 - Dec. 2021

- Teaching English to high school students (Grades 11 & 12)
- Provided IELTS training for high school students
- Designed and developed instructional activities using data from student learning style assessments
- Developed lesson plans and adapted curriculum to meet individual needs of students
- Selected and prepared educational resources, taking account of students' interests and cultural backgrounds
- Encouraged participation by maintaining positive attitude and proactively engaging students in activities and lessons

### SENIOR OFFICER, TEACHING EFFECTIVENESS UNIT

Zewail City Of Science & Technology - Cairo, Egypt | Feb 2016 - Dec 2017

- Prepared and implemented in collaboration with the unit team a plan for the Teaching Effectiveness Unit for the academic year
- Designed and delivered orientation sessions for all new Professors and Teaching Assistants
- Participated in the student orientation program by giving a presentation on the unit and students' expectations
- Conducted the three step clinical classroom observation model
- Designed and delivered workshops and training sessions on needed topics as identified during classroom observations
- Conducted midterm feedback survey to provide formative assessment of courses
- Conducted final course evaluation to guide course and program improvements
- Designed teaching and assessment strategies for faculty members according to their needs

### TEACHER TRAINER, GRADUATE SCHOOL OF EDUCATION

American University In Cairo - Cairo, Egypt | Jul 2017 - Aug 2017

- Designed course map and syllabus
- Developed instructional material and lesson plans
- Designed rubrics to assess students' learning
- Trained school teachers to use technology as a teaching and learning mean, choose appropriate technological tools based on learner's needs and design meaningful learning experiences to their students
- Trained school teachers to effectively implement different educational technologies such as LMS, online communication, collaboration, assessment and instructional tools & gamification of learning

### ENGLISH INSTRUCTOR

Zewail City Of Science & Technology- Cairo, Egypt | Sep 2015 - Feb 2016

- Taught Remedial English Level 2 focusing on: critical reading, essay writing, listening and speaking
- Designed course map and outline
- Developed lesson plans and adapted curriculum to meet individual needs of students
- Designed rubrics to assess students' learning
- Made use of available technologies in daily learning such as LMS and online assessment tools
- Evaluated students' abilities and grasp of English language, keeping appropriate records and preparing progress reports

## LANGUAGES

English: IELTS (8.5)  
Arabic: Native

## WORK EXPERIENCE

### ENGLISH INSTRUCTOR

British University In Egypt (BUE)- Cairo, Egypt | Sep 2014 - Jul 2015

- Taught Advanced Writing Course to undergraduates
- Employed diverse teaching approaches to help students of all abilities understand material
- Developed lesson plans and adapted curriculum to meet individual needs of students
- Selected and prepared educational resources, taking account of students' interests and cultural backgrounds
- Made use of available technologies in daily learning, such as LMS and online assessment tools
- Evaluated students' abilities and grasp of English language, keeping appropriate records and preparing progress reports

### ENGLISH & SCIENTIFIC METHODS INSTRUCTOR

German University In Cairo (GUC)- Cairo, Egypt | Sep 2011 - Aug 2014

- Taught undergraduate students the five courses offered by the Dept. in Cairo & Berlin campuses: Academic English (AE), Academic Study Skills (AS) , Critical Thinking and Scientific Method (SM), Communication and Presentation Skills (CPS) and Research Paper Writing (RPW)
- Designed and developed instructional activities using student data
- Employed diverse teaching approaches to help students of all abilities understand material
- Initiated, facilitated and moderated classroom discussions for college-level English students
- Developed lesson plans and adapted curriculum to meet individual needs of students
- Selected and prepared educational resources, taking account of students' interests and cultural backgrounds
- Made use of available technologies in daily learning, such as LMS and online assessment tools
- Evaluated students' abilities and grasp of English language, keeping appropriate records and preparing progress reports

### ENGLISH INSTRUCTOR

Berlitz Language Center - Cairo, Egypt | Jan 2010 - Aug 2011

- Taught English to graduate students and adult learners from different universities as part of two programs: Basic Business Skills Acquisition Program (BBSA), and EDU Egypt Program
- Taught Business Plan writing and presentation skills