

RELEVANT EXPERIENCE

Adjunct Professor, January 2016 to present

Houston Community College, Houston TX; Intensive English/ESOL Department

- Teach ESOL classes – Grammar, Conversation, Reading, Writing – at all levels following the curriculum and the guidelines set forth by HCC Intensive English/ESOL Department.

Tutor III, January 2019 to present

Houston Community College, Houston, TX; Upswing Online Tutoring Services

- Tutor ESOL/ENGL1301/1302, Content English, History, Philosophy papers online; helping the students improve writing skills by providing constructive feedback, following the HCC Upswing Tutoring Department policies.

Manager of Instruction/Academic Specialist, July 2008 to June 2021

Berlitz Language Center, Houston, TX

- Teach English as a Second Language at all levels; provide needs analysis and design curriculum for students with various backgrounds and goals; recruit language instructors and train them according to the Berlitz method and standards; provide ongoing support and development for the staff; oversee the scheduling process in order to ensure 100% lesson delivery; work closely with the Country Manager of Instruction and LC Manager toward successful delivery of high quality lessons; ensure superior customer service and meet the goals set forth by the company.

Instructional Supervisor, July 2006 to June 2008

Berlitz Japan Inc., Akasaka Language Center, Tokyo, Japan

- Provided training and feedback to LC instructional staff in order to ensure the highest quality of instruction following the Berlitz method, conducted year-end performance evaluations, scheduled lessons prioritizing the customers' individual needs, provided counseling in accordance with the Berlitz Learning Cycle, worked closely with the LC manager to meet the LC's and Unit's financial goals, prepared teachers' payroll; taught English at all levels of proficiency.

English/Russian/Arabic Instructor/Asst. Instructional Supervisor, July 2003 to June 2006

Berlitz Japan, Inc., Akasaka Language Center, Tokyo, Japan

- Taught lessons following the Berlitz method, assessed the customers' level to ensure proper placement, assisted the IS in scheduling lessons to meet the customers' individual needs, modified and designed the curriculum to suit their goals, provided training and feedback to instructional staff in the LC, worked closely with the LC manager and the IS to ensure the highest quality of instruction.

Adjunct Professor, April 2006 to June 2008

Bunkyo University, Tokyo, Japan

- Main responsibilities: teaching English Writing and Communication courses to young adults; testing, grading, and designing curriculum as needed.

Instructional Supervisor, November 2002 to July 2003

Berlitz Language Center, Atlanta, GA, USA

- Responsible for hiring and training language instructors for Berlitz in Atlanta, counseling students, designed foreign language programs for DOD including Arabic, Russian, and Farsi; reported to the Regional Instructional Supervisor and the District Director, Officer in charge of F-1 student visa related procedures.

English and Russian Language Instructor, March 1995 to November 2002
Berlitz Language Center, Atlanta, GA, USA

- Taught English and Russian from the beginning to advanced levels following the Berlitz method, participated in special language training for the DOD.

English Instructor, March 1995 to November 2001
Cobb County Adult Education Center, Marietta, GA, USA

- Taught English from beginning to advanced levels; developed Civics and Citizenship curriculum, trained students for the Citizenship interviews, assisted Director of ESL program with various administrative tasks such as testing, grading, data entry, etc.

Adjunct Professor, ESOL August 2001 to December 2002
American Intercontinental University, Atlanta, GA, USA

- Taught ESL to foreign students at all levels of proficiency.

Adjunct Professor, History, 1991 to 1993
Brenau University, Gainesville, GA, USA

- Taught History of the Middle East to the students majoring in Political Science

Adjunct Assistant Professor, Department of Middle Eastern Studies, 1992 to 1998
Emory University, Atlanta, GA, USA

- Conducted post-doctoral research in History of Islam and The Middle East; assisted current Chair of the Middle Eastern Department Dr. Devin Stewart with various tasks.

EDUCATION

American Intercontinental University, IL, USA, March 2005

- MA in Education and Instructional Design.

Kennesaw State University, Kennesaw, GA, USA, June 2003

- TESOL Certificate

Georgia State University, Tbilisi, Georgia, June 1991

- PhD – History of Islam, thesis “Origins of Early Islam: 610-632 AD”.

Georgia State University, Tbilisi, Georgia, June 1983

- BA/MA – History of the Middle East/Arabic Language.

SKILLS

- Proficient with Microsoft Office applications, misc. company/invoicing/inventory databases, web-based search engines and e-mail/fax programs; proficient in using WebEx, Kaltura, Zoom and other online delivery platforms.
- Fluent in English, Russian and Georgian; basic conversational in French; can read and write in Arabic.
- Work well in multicultural environment