

Academic Curriculum Vitae



Personal Information:

Full Name: Jalal Abdulazeez Mohammed Ameen

Academic Title: Assistant lecturer

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Education:

- PhD student in Business Translation at the University of Salahaddin-Erbil in collaboration with Suhaj University, Egypt, 2020-2023.
- UNILEAD–DAAD (University Leadership and Management) Certificate at the University of Oldenburg, Germany, 2014-2015, Germany
- Master of Arts (MA) in Arabic/English Translation and Interpreting at Ustinov College—Durham University—UK 2011-2012.
- Bachelor of Arts (BA) degree in Arabic Language, College of Education, Salahaddin University-Erbil in 1995-1999.
- Diploma in Arabic Language at Teachers Preparatory Institute, Erbil,Iraq, 1990-1995.

Employment:

- 1- University of Salahaddin - Erbil
Position: Director of Cultural and Social Center -Feb 2019 to May2022.
- 2- General Directorate for Scientific Research Center
Position: Supervisor of Lecture Recording Center / Erasmus plus GeoNetC from Dec 2018 to Dec 2022
Position: HR / Admin Manager - 2012 to 2013 / Erbil
Position: Office Manager - May 2007 to May 2009 / Erbil
- 3- University of Kurdistan -Hawler (UKH)
Position: HR / Admin Manager / 2006 – 2007
- 4- University of Salahaddin - Erbil
Position: Administration Manager / 2005 - 2006
- 5- University of Salahaddin-Erbil
Position: Office Manager of vice-president for Academic Relations affairs, 2004-2005

Position: Office Manager of vice-president for scientific affairs and postgraduate studies, 2002-2004

Position: Secretary of vice-president for scientific affairs and postgraduate studies, 1999-2002

Qualifications

Teaching qualifications

- Certificate of participation in the Teacher Training Program, including TEFL, EFL, ESP, curriculum design, business management, entrepreneurship, leadership, and social entrepreneurship at Arkansas University, Fayetteville, Arkansas State, USA, from July 9th to August 19th. U.S. Consulate General of Baghdad Scholarship
- Certificate of completion training course in English as a Foreign Language (EFL) Assessment from the University of Maryland, Baltimore County, USA, from September 22nd to December 14th, U.S. Consulate General Baghdad, online scholarship.
- Certificate of completion English for Teaching2: Module1 training course, March 28th, British Council online scholarship/Baghdad

IT qualifications

- E- learning and online lectures
- Microsoft Office Word.
- Microsoft Office Excel.
- Microsoft Office PowerPoint
- Microsoft Office Outlook
- Internet.
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Language qualifications such as TOEFL, IELTS or any equivalent

- IELTS 5
- TOEFL ITP 420
- Kurdish – mother tongue.
- Fluent in Arabic Language.
- Fluent in English Language.
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Professional qualification

Conducting the following training and workshops:

1. Selling skills and customer handling for Arminas Company, organized by Arezanti Academy, from 23rd Jan to 3rd Feb 2022 in Erbil.
2. Enhancing self-reliance through entrepreneurship and agribusiness development for farmers from the host community, organized by the UNIDO organization, will take place May 25-27, 2021 in the Akre Agricultural Department.

3. Farming as a Business training program for farmers from the host community, organized by the UNIDO organization, Apr 6-8, 2021 in Akre Agricultural Department.
4. Capacity Building Economic Empowerment Training at Catholic University in collaboration with USAID from December 8th 2020 to January 27th 2021, Erbil.
5. Marketing and Social Media marketing training, for Erbil Chamber of Commerce & Industry staff, through SMITHSON in collaboration with Islamic Relief, on Oct 25-26, 2020, Erbil.
6. Human Resource Management training, for Erbil Chamber of Commerce & Industry staff through SMITHSON, in collaboration with Islamic Relief, on October 13–15, 2020, Erbil.
7. Public relations and customer service training for Erbil Chamber of Commerce & Industry through SMITHSON in collaboration with Islamic Relief, from September 30th to October 2nd 2020, Erbil.
8. Capacity building training for minorities in IKR and Ninawa Plains, conducted by Catholic University in collaboration with USAID in both of Erbil and Telskuf centers from April 30th 2020 to Aug 31st 2020 in the following topics:
 - CV-writing and interview skills
 - Job hunting & work environment
 - Entrepreneurship & Small Business Management
 - Time management skills
 - Problem-Solving Skills
 - Sales and marketing for small businesses.
 - Leadership Skills
9. Soft skills training for Syrians in the north of Iraq in Erbil for HOPES through MSELECT Academy, November 18–22, and December 16–20, 2018, Erbil.
10. TOT on Entrepreneurship Development training program for professors and instructors of the ministry of higher education, organized by UNIDO organization, Oct. 7–11, 2018, Erbil.
11. TOT on Entrepreneurship Development training program for teachers from the Ministry of Education's secondary vocational schools, organized by UNIDO, September 23-27 and October 1-7, 2018, Erbil.
12. Soft skills training for Syrians in the north of Iraq in Erbil for HOPES through MSELECT Academy, 16–23 Jul, 05–08 Aug 2018, Erbil
13. Writing a Business Proposal and Business Management training for INTERSOS through MSELECT in the following camps in Erbil:
 - Kawergosk: July 8–9, 2018
 - Darashakran: July 10–11, 2018.
 - Basirma: July 12, 2018
 - Qushtapa: July 15, 2018
14. Business Development Training for IMPACT through MSELECT, April 14–26, 2018, Erbil.
15. Arabic language course, beginner Level, for English native speakers for Samaritan's Purse, through MSELECT, from Feb 21st to Apr 25th, 2018, Erbil.
16. Working Together for Business Growth training course for UNIDO in MSELECT academy, March 7-8, 2018, Erbil.
17. Arabic language course, Intermediate level, for English native speakers for Samaritan's Purse, through MSELECT, March 4-18, 2018, Erbil.

18. Management and Leadership: Leading a Team training course for Shammar Org. for Humanitarian Action, May 13-18, 2017, Erbil.
19. Leadership skills and management training course for Shammar Org. for Humanitarian Action, March 2–13, 2017, Erbil.
20. Human Recourse Management training course for Shammar Org., Jun 10-15, 2017, Erbil
21. Human Recourse management training course for Oil Org. in Erbil Sep, 2016
22. Mastering Leadership Skills training course for Oil Org., in Erbil, Aug 2016
23. Management and Leadership: Growing as a manager Training course for the Oil Organization, Mar. 2016, Erbil.
24. Managing People Skills Training Course for Savoy Co., Jul 2015, Erbil
25. Team-Building Skills training course for Savoy Co., Apr 2015, Erbil

Professional courses I have attended

- Certificate of appreciation for contribution as a trainer in the UNIDO organization's TOT on Entrepreneurship Development from September 28th to November 8th, 2018.
- Certificate of Year-round Pre-sessional in English Language Course at Durham University, 2010-2011 in the UK.
- Certificate of completion course in English as a foreign language (EFL) course at Highbury College, UK, 2009-2010.
- Certificate of participation in the workshop "The Management Skills for Active Directors", held in May 2007 at the Kurdistan Institute of Public Administration in Erbil, Iraq.
- Certificate of completion training course in (How to start-up or improve a business)/USAID-IRAQ & IZDIHAR in December 2006, Erbil, Iraq.
- Certificate of completion training course in "Scientific Methods for Administering Human Resources" in Sharm el-Sheikh, Egypt, Apr.2-6, 2006.
- Certificate of completion training course in "Preparing and Developing Skills of Administrators and Senior Office Managers" in Cairo, Egypt, Nov. 27-30, 2005

Teaching experience:

- Teaching courses I delivered, stating undergraduate or post graduate
- Teaching English for University Students /GE- First course –Economic Dept. College Of Administration and Economics since 2012 till now
- Teaching English for Specific purposes /ESP- Second course –Economic Dept. College Of Administration and Economics since 2012 till now
- Certificate of participation in an E-learning training course in the Avicenna Center at the University of Salahaddin-Erbil, Kurdistan, Iraq, between 18-22 May 2014.
- Certificate of Participation in the Teaching Methods course at the University of Salahaddin-Erbil, Kurdistan, Iraq from 23 Sep to 14 Nov 2013.
- Certificate of participation in the Teachers' Training Course for Teaching and Implementing a New Curriculum (General English for University Students) Under the

Title "The Road to Success," held between October 6-16, 2012, at the University of Salahaddin-Erbil, Kurdistan, Iraq, in collaboration with Garnet Publishing Ltd.-UK

Research and publications

- Lexical Challenges of Business Translation with Reference to English and Arabic: A Product-Oriented Approach – Acceptance of publication - April 2023
- Semantic Challenges of Business Translation with Reference to English and Arabic: A Product-Oriented Approach - Acceptance of publication - March 2023

Conferences and courses attended

- Certificate of Participation in the Scientific Symposium entitled "The Arabic Language for Non-native Speakers between Reality and Hope", held on May 15th, 2022. At the University of Salahaddin-Erbil, in collaboration with the University of Mosul
- Certificate of Attendance in the workshop entitled "Challenges in Academic Publication" (CAP) held on December 6th at the University of Salahaddin-Erbil
- Certificate of Attendance in the workshop titled "Common Obstacles in Students Projects (COSP)" held on May 4th at the University of Salahaddin-Erbil
- A Certificate of Attendance in the workshop entitled "Scientific Research Program for High Impact Factor Research" held on November 29th to December 2nd, 2020 at the University of Salahaddin-Erbil in collaboration with Al-Iraqia University
- Certificate of Participation in the International Teaching English Conference 2017 at the Spring International Language Centre at the University of Arkansas, August 3, 2017, Fayetteville, Arkansas State, USA.
- Certificate of Attendance at the 7th Newcastle-upon-Tyne Postgraduate Conference in Linguistics, held March 26th 2012 in Newcastle, UK.
- Certificate of Attendance at the 3rd International Conference on Translation Voices, Translation Regions, held from 9 to 11 March 2012 in Durham, UK.

Funding and academic awards

- UNILEAD-DAAD (University Leadership and Management) Certificate at the University of Oldenburg, Germany, 2014-2015, Germany Scholarship
- Certificate of completion training course in English as a Foreign Language (EFL) Assessment from the University of Maryland, Baltimore County, USA, from September 22nd to December 14th, U.S. Consulate General Baghdad, online scholarship.
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Professional memberships

- Certified Translator and interpreter (Kurdish, Arabic, English) authorized by Judicial Council of Kurdistan
- Cultural Center of Salahuddin University – Erbil
- Teachers Syndicate of Kurdistan