

## **Curriculum Vitae**

### **Personal Data:**

**Name:** ARWA MOHAMMED NASSER AL-KHAMIS

**Nationality:** Saudi

**Academic Status:** Bachelor

**Academic Provider:** King Saud University

**Major:** Pre-School Education

**Academic Qualification:** Bachelor of Kindergarten from King Saud University with general Grade Very Good in 1426 / 1427 AH, and GPA 4.14 out of 5.

**Teaching Experience:** (Kindergarten Teacher) at Manarat Arriyadh Schools previously in 1427/1428 AH.

**Cooperative Supervisor** at King Saud University, College of Education, Kindergarten Department for field training students in the years 1428/1429 AH, 1429/1430 AH, 1430/1431 AH, and first semester of the year 1431/1432 AH.

**School Principal** of Ryaheen Najed National School for one academic year 1433 AH.

**Currently, a demonstrator** at King Saud University, Educational Polices & Kindergarten Department.

**A member at students' activities committee** – Educational Polices & Kindergarten, King Saud University.

**A member of Field Training Committee** - Educational Polices & Kindergarten, King Saud University.

**A member of Cultural Activities Committee** - Educational Polices & Kindergarten, King Saud University.

**Forums, Lectures & Training Courses:**

- Attending a forum titled (Early Childhood, Features & Needs), Dr. Ibrahim bin Abdulaziz Al Shidi, during the period 10 – 12 October 2004, held at King Fahad Cultural Center in Riyadh.
- A Course of (Art Corner & Exploration), Trainer\ Maisoon Al-Fakhari at Rawafid Institute for Training with daily average 5 hours during the period from 1-2/01/1428 AH.
- A Course of (Classroom Environment & Educational Elements), for a period of 15 training hours at Manarat Arriyadh Schools.
- A training program on (Fundamentals of Individual and group guidance /guide teacher), for a period of twenty training hours in 09/12/2006, at Marif Holder Est. for Education and Training.
- A Course in (Computer) for 3 months at the Cultural Institute for Women.
- Photoshop Course for one month at the Cultural Institute for Women.
- A Course of Executive Secretary, for five days, held at Alfaisal International Academy, 14/06/1433 AH.
- A Course of A Public Profession Behaviors, for five days, held at Alfaisal International Academy, 21/06/1433 AH.
- A Course of Administrative Skills Development, for five days, held at Alfaisal International Academy, 28/06/1433 AH.
- A Course of Human Communication Skills, for five days, held at Alfaisal International Academy, 05/07/1433 AH.
- A Course of Effective Communication Skills, held at Alfaisal International Academy, 12/07/1433 AH.
- A Course of E-Secretary, held at Alfaisal International Academy, 19/07/1433 AH.
- A Course of E-Archiving, held at Alfaisal International Academy, 26/07/1433 AH.

- Attending a workshop on Academic Guidance of the new teaching staff members, College of Education.
- Attending the annual sixteenth forum of the Saudi Association for Educational & Psychological Sciences, titled (academic accreditation) on Monday 23/03/1434 AH, to Wednesday 25/03/1434 AH.
- Attending a course titled (The Art of Suitable Appearance for the Profession) from the deanship of Skills Development, that held at King Saud University during the period 19/06/1434 AH, with two training hours.

**Voluntary Works:**

- Holding a training course titled (How to direct our children's behaviors).
- Dar Norah for Holy Quran Memorization in 12/01/1431 AH.
- A charitable member at Asian Center for Family and Sociological Advisory.
- Effective participation at the Practical Applying Computer Course at Marif Institute for Education & Training.
- Participating at the Training Program Events: (Fundamentals in Individual and Group Guidance /Guide Teacher).