

Wadha Albugami

CV

Work Experience

▪ English Instructor

College of Applied Studies and Community Service, Riyadh

- ✓ Teaching English language to the Programming students

King Saud University

June 2012 to present

▪ English Instructor

Female Health College

Riyadh

Sep 2007 to Aug 2008

- ✓ Taught English Course of Writing, Speaking, & Listening for the Foundation Year classes

▪ Research Data Supervisor

Ministry of Health

Working Women Affairs

Riyadh

July 2005 to Aug 2007

- ✓ Developed processes for data collecting, arranging, and entry in databases
- ✓ Coordinated with IT, Data Owner, & Research departments to validate inputs & outputs
- ✓ Trained employees to build teams responsible for handling all related tasks including system login, database access, data entry, & validation
- ✓ Developed KPIs & reports with IT to measure employees performance & progress

▪ English Instructor

Female Health College

Taif

Sep 2003 to June 2005

Female Health Institute

Gizan

June 2001 to Sep 2003

- ✓ Taught English Course of Writing, Reading, Speaking, Listening, & Grammar for the 1st, & 2nd year levels
- ✓ Coordinated the Department activities and tasks
- ✓ Worked with a community of Anatomy, Physiology & Nursing instructors to evaluate and develop the English classes' topics for each academic year
- ✓ Led the Final Exams control in all semesters
- ✓ Supervised the College Library activities to provide the supporting materials for students, faculty, & staff

Education

▪ Master of Education in *Educational Technology*

with **Honor**

Arizona State University

Tempe, AZ, USA

16th of Dec 2010

▪ Bachelor of Arts and Education in *English Literature*

Girls College Education

Jeddah

11th of Sep 1999

Training

New Horizons Computer Learning Center	Jeddah	Dec 1999 to April 2000
✓ Photoshop Course	1 week	
✓ Outlook Course	1 week	
✓ Introduction To Web Course	1 week	
✓ Beginning & Intermediate Corel Draw Course	2 weeks	
✓ Microsoft Office 2000 Course	6 months	240 Credit Hours
The British Council	Jeddah	Sep 2000
✓ Teacher Training	1 week	
YAT Education Center	Cairo, Egypt	25 th of July, to 6 th of Aug, 2001
✓ Flash 5.0 Course	1 week	
✓ Typing Course	1 week	
King Abdulaziz University	Jeddah	5 th of June 2004
✓ Exams Evaluation Methods	1 week	

English Courses

University of Southern California - Language Academy	Los Angeles, CA, USA	Jan to Apr 2009
✓ Intensive Language Program	14 weeks	
Arizona State University - AECF	Tempe, AZ, USA	Aug to Dec 2010
✓ Advanced Language Program	14 weeks	

Awards

- Appreciation Letter Girls College of Education, Jeddah
- Appreciation Letter Female Health Institute, Giza

Languages

- Arabic: Native
- English: Fluent