

**Fahad Saud Alhussen**  
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### ***Professional Profile***

I am an educator from Saudi Arabia who is applying for a doctoral program in which I can develop as a leader and bring my country into the 21<sup>st</sup> century, with an informed, multi-cultural, and eclectic approach.

### ***Education***

**Al Imam Muhammed Ibn Saud Islamic University**

Master's in Arabic Language

**Riyadh, Saudi Arabia**

05/2006 - 04/2008

**Al Imam Muhammed Ibn Saud Islamic University**

Bachelor's in Arabic Language

**Riyadh, Saudi Arabia**

01/2000 - 04/ 2003

### ***Employment***

***Ministry of Education-- Teacher***

***January 2003 - February 2006***

Taught students advanced Arabic grammar, how to write professionally, and also the pronunciation of some difficult words. Created lesson plans that were interactive, relevant, and necessary to the student's personal and professional goals. Used Arabic literature as a model to give the students a visual model in which to follow. Held class discussions and debates to keep student interest and to have them practically apply course curriculum and educational standards in a fun and interactive way.

***Al-Shura Consultation—Dir. of Islamic Committee for Justice***

***February 2005 -January 2008***

Gained insight into the political and decision-making structure of Saudi Arabia, including hands-on knowledge of administrative procedures and conflict resolution. Led a team of highly-skilled professionals working for the betterment of society through the creation of laws and programs of aid to help foster education, economy, and the development of Saudi Arabia. Negotiated cultural and personality differences by using empathy and common goals to effectively run a large and complicated body of the government.

***King Saud University --Office Manager for the Registrar Dept.***

***April 2008 – 2012***

Administered admissions process for one of the most prestigious universities in the Middle East. Collaborated with board of directors and reviewed approximately 3,000 applications per term compared to find the most qualified students who matched the university's mission, values, and progressive direction. Used research, organization and ability to plan and process to meet university admission goals, quotas, and preferences.

### ***Computer Skills***

- Software (IBM and MAC environments): Microsoft Windows® and DOS, WordPerfect, Microsoft Word, PageMaker, Acrobat
- Working knowledge of the Internet
- System installations and debugging; terminal/printer operations

### ***Extracurricular Activities***

Independent Writer for News Riyadh Newspaper

5-Day radio program on the Arabic language (radio classes)