

Curriculum Vitae

Mahmoud Md. Ahmed Abdelhaleem (Ph.D.)
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Personal Profile

Date of Birth : 23/ 09 / 1962 G

Nationality : Egyptian

Marital Status : Married

Academic Qualifications:

Ph. D. (Linguistics) Aug. 2004G.

Faculty of Al-alsun, Ain Shams University Cairo.

Thesis Title: *A Stylistic Analysis of Conversational Opening and Closing: A Contrastive Study*

Two-year Diploma (M. A. equivalent) in Written Translation and Simultaneous Interpretation - June 1987

Faculty of Al-alsun, Ain Shams University, Cairo.

Two-year Diploma in Written Translation –June 1986

Faculty of Arts, Cairo University, Cairo.

BA (English language) - May 1984

Faculty of Al-alsun, Ain Shams University, Cairo.

Experience Record:

**Coordinator,
English Language Program
Community College**

Duties and Responsibilities:

- Preparing programs of General English and ESP for all levels covering all basic skills, course objectives, and textbooks.
- Preparing intensive and regular extra courses
- Preparing timetables for faculty members(including part-timers)
- Coordinating midterm and end-of-the-term exams
- Preparing extracurricular English activities such as conversation classes
- Translating the college guidebook
- Coordinating general lectures delivered by the department staff
- Coordinating workshops arranged by academic institutions in Riyadh

2003 - Till date Full Time Language Instructor,
Community College, Riyadh

Courses taught:

- Pragmatics
- Discourse Analysis
- Conversation Analysis
- Psycholinguistics (first and second language acquisition/learning)
- Sociolinguistics
- Grammar
- Reading Comprehension
- Listening and Speaking
- Translation into English
- Translation into Arabic

- 2003-2004** Part-time Language Instructor,
Al-Jazeera International Academy, Riyadh
Series taught: New Interchange levels 1-5
- 2002-** Part-time Language Instructor,
Al-Faisal International Academy, Riyadh
Series taught: New Interchange levels 1- 4
- 1998-1999** Part-time Language Instructor,
College of Languages and Translation
King Saud University, Riyadh
Series taught: AKL Intermediate
- 1995-1996** Part-time Language Instructor,
The Saudi Academy, Riyadh
Series taught: Side by Side
- 1996- 1997** Part-time Language Instructor,
The Horizon Institute, Riyadh
Series taught: Get Ready
- 1987** Part-time Language Instructor,
The International Center for Idioms, Cairo
- 1997-1998** Part-time Translator, The Economic Bureau, a Riyadh-based leading consulting
firm for
feasibility and marketing studies.
- 1992- 2002** Translator/Interpreter, King Saud University, Riyadh
Duties:
- Translation of academic research works
- Translation of academic evaluation reports on overseas missionees
- Translation of staff contracts procedures and simultaneous interpretation for
faculty
members and staff
- 1995-1996** Part-time translator/editor

Journal of Contemporary Jurisprudence Research, published in Riyadh

- 1993-1994** Part-time translator
Al-Zaid Engineering Consultants, Riyadh
Translation covered tenders, contracts, and specifications
- 1987-2001** Translator
Hyundai Eng. & Const. Co., Riyadh
Translation covered finance and accounts books, projects contracts and legal disputes with local clients.
- 1987** Translator/Editor, The Middle East News Agency, Cairo
- 1985-1987** Translator/Editor at The Military Academy, Cairo
Translation covered military journal and periodicals
Editing and interpreting military courses to African cadets
Editing works of fellow translators

Seminars and Workshops Attended

- Paper titled “ Modern Technology Terms between Translation and Arabization”, submitted to a symposium held at KSU Community College, 2005
- Attended a Workshop on *Assessment, Academic Accreditation, and Quality Insurance* held by King Saud University on 26/11/2006
- Attended a Seminar on *Teaching Methods and Materials* held by McGrawhill Publishers, March, 2003
- Attended a Seminar on *Teaching Methods and Materials* held by McGrawhill Publishers, November, 2004
- Attended a Seminar on *Advanced Teaching Methods and Materials* held by MacMillan Publishers, November, 2005
- Attended a Seminar on *Advanced English Teaching Methodology* held by McGrawhill Publishers, March 2006

Memberships

1. Member of Community College Committee for Academic Accreditation
2. Member of Community College Committee for Academic Counseling
3. Member of Community College Committee for Final Examinations

Publications

- “1984”- a novel by George Orwell, published in Cairo in February 1984

- “1985”- a novel by Anthony Burgess, published in Cairo in April 1988
- “ The World Book Encyclopedia”, published in Riyadh in 1995
- “Communicate with Confidence”, by Diana Booher published in Riyadh in 2003
- “ Mega Universities”, published by King Faisal Schools, Riyadh.
- “Foundations of Distance Education”, published by King Faisal Schools, Riyadh.
- “Program Standards and Practices”, published by King Faisal Schools, Riyadh.
- “MYP Coordinator Handbook”, published by King Faisal Schools, Riyadh.
- “ A Curriculum Framework for International Primary Education”, published by King Faisal Schools, Riyadh.
- “Organizational Learning and Learning Organization “ by Mark Easterby-Smith et al, published by King Fahd National Library, Riyadh 2007

In Press

- “ An Egyptian Journal”- a travel literature book by the 1985 Noble Prize Winner William Golding.
- “ The Origin of Man” – by Maurice Bucaille.
- “ Jumpers” – a two-act play by Tom Stoppard.

Extracurricular Activities and Interests

- Presenting a 30-minute-long TV program of 30 episodes on Channel 2, Saudi TV, entitled “Embracing Islam” where new Muslims were interviewed to cast light on their experience of entering Islam. The program has been recently aired all through Ramadan 1427 H.

-Launching and running Conversation Room classes at Community College to enhance students’ interactive skills. Attending these classes is optional to promote students’ self-motivation in learning English. The conversation room is equipped with the latest multi-media of instruction.

* References are available upon request.