



Ashraf Tantish

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SUMMARY OF QUALIFICATION

- 14 years of ESL teaching experience in Malaysia, Oman, and Palestine. 12 years of experience at University and foundation level.
- Holds a Master's degree in Teaching English as a Second Language.
- PhD Candidate in Linguistics. University of Malaya. Malaysia.
- Innovative and research-oriented with expertise in developing and implementing academic programs.
- Taught students from over 35 countries, catering to different proficiency levels.
- Accumulated a total of 4700+ teaching hours.

CAREER OBJECTIVES

I aim to establish myself internationally in the field of research and language teaching, leveraging my skills and extensive experience to empower students in achieving extraordinary academic excellence.

ACADEMIC QUALIFICATION

- **PhD Candidate**, Faculty of Languages and Linguistics, University Malaya. Malaysia. Ongoing.
- **Master of English as a Second Language**, Faculty of Languages and Linguistics, University of Malaya. Malaysia. 2012.
- **Bachelor Degree in English**, Faculty of Education, IUG. Gaza. 2009.

TRAININGS AND WORKSHOPS

- **Outcome Based Education (OBE) in line with Malaysian Qualification Agency Requirements**. Al-Madinah International Uni. 2016.
- **Advanced Presentation and Diction Skills**. Al-Madinah Int. Uni. 2016.
- **Statistical package for the Social Sciences (SPSS)**. Al-Madinah Int. Uni. 2016.
- **Writing Research Problem Workshop**. Al-Madinah Int. Uni. 2016.
- **Academic Research Skills Training Program**. Al-Madinah Int. Uni. 2016.
- **Understanding Others through Body Language**. Al-Madinah Int. Uni.2016.
- **Writing Research Proposal**. Al-Madinah Int. Uni. 2016.
- **Team Building Skills Training Program**. Al-Madinah Int. Uni. 2016.
- **Curriculum and Teaching Methods**. Al-Madinah Int. Uni. 2015.
- **Measurement and Evaluation**. Al-Madinah Int. Uni. 2015.
- **General Management skills**. Al-Madinah Int. Uni. 2015.
- **Microsoft Excel Training**. Al-Madinah Int. Uni. 2015

- **Trunitin Training**, Al-Madinah International University. Malaysia. 2014.
- **TOEFL Preparation Courses**, Amideast, Gaza. 2009.
- **English Literature** (30 hours' workshop). British Council. Gaza. 2005.
- **Practical Drama** (25 hours' workshop). British Council. Gaza. 2005.
- **English Film Studies** (22 hours' workshop). British Council. Gaza. 2005.

WORK EXPERIENCE

- **English Language Instructor**, A'Sharqiyah University. **2017- Present.**

Duties:

- Coordinator for English Courses offered at bachelor degree level.
- Taught the assigned courses in accordance with the course syllabus and descriptor.
- Member of the Foundation Program Learning and Teaching Committee.
- Involved in curriculum assessment, course design, and material development.
- Involved in in planning and setting up goals.
- Involved in exam preparation and marking.
- Provided mentoring, academic advising and counselling.

- **Lecturer**, Al-Madinah International University. Malaysia. **2012 – 2017.**

Duties:

- Taught the assigned courses in accordance with the course syllabus and descriptor.
- Involved in translation, proofreading and editing.
- Involved in planning, designing new courses and materials.
- Worked with other teaching staff to set goals.
- Assessed student's coursework and materials.
- Involved in curriculum assessment and development.
- Involved in the preparation of exams and the marking.
- Involved in departmental administrative tasks.
- Mentored, advised and provided academic support to students.
- Member of the university Publication Committee.
- Member of the university research and publication committee.

- **Project Assistant**, Faculty of Languages and Linguistics, University of Malaya. KL. **2012-2013.**

Duties:

- Conducting research in languages and linguistics.
- Managing research data and databases.
- Collaborating with the research team.
- Performing literature reviews.
- Writing and editing research reports and manuscripts.
- Ensuring adherence to ethical guidelines.
- Assisting in project administration.

- Creating visual representations of research findings.
- Preparing and delivering research presentations.
- **Research Assistant**, Faculty of languages and Linguistics, University of Malaya. KL **2011-2012**.

Duties:

- Conducting research in languages and linguistics.
- Managing research data and databases.
- Collaborating with the research team.
- Performing literature reviews.
- Writing and editing research reports and manuscripts.
- Ensuring adherence to ethical guidelines.
- Assisting in project administration.
- Creating visual representations of research findings.
- Preparing and delivering research presentations.

- **English Language Instructor**, Amideast, Gaza. **2009-2010**.

Duties:

- Established effective classroom management practices.
- Engaged student with different second language learning activities.
- Prepared exams.
- Wrote progress reports to program coordinators.
- Involved in planning and setting up goals.
- Mentored, advised and provided academic support to students.

- **English Language Teacher**, North Gaza Culture Center, Gaza. **2008-2010**.

Duties:

- Engaged student with different second language learning activities.
- Prepared exams.
- Wrote progress reports to program coordinators.
- Involved in planning and setting up goals.
- Mentored, advised and provided academic support to students

PROFESSIONAL

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| ○ Counseling | ○ Teaching English as a Second Language (ESL) |
| ○ Project Coordination | ○ Curriculum Development |
| ○ Exam Preparation and Grading | ○ Academic Program Implementation |
| ○ Data Management | ○ Data Analysis and Interpretation |
| ○ Writing and Editing | ○ Course Design |
| ○ Continuous Learning and Professional Development | ○ Material Development |
| | ○ Mentoring and Academic Advising |

The expertise I have developed in these areas is driven by my extensive study and research during my Master's and PhD programs. Throughout these advanced academic pursuits, I have engaged in rigorous coursework, comprehensive literature reviews, and in-depth research projects focused on specific topics within the field of language studies.

COURSES TAUGHT (UNDERGRADUATE AND FOUNDATION LEVEL)

- English for Academic Purposes.
- English for General Purposes.
- English Communication for Workplace.
- Writing and Reading Skills.
- Speaking and Listening Skills.
- Grammar 1.
- English Communication for General Purposes.
- English for Technical Communication.
- English Communication Skills 1.
- English Communication Skills 2.
- Technical Writing for Engineering.

CONFERENCES ATTENDED

- Discourse and Society International Conference. June 27-29, 2012. Kuala Lumpur, Malaysia.
- 3rd FBL Postgraduate Conference. December 8-9, 2011. Kuala Lumpur, Malaysia.
- University of Malaya Researchers Conference 2012. April 23-24, 2012. Kuala Lumpur, Malaysia.

LANGUAGE SPOKEN

- English: Fluent reading, writing and verbal skills.
- Arabic: Fluent reading, writing and verbal skills

TECHNICAL-COMPUTER SKILLS AND COMPETENCIES

- Microsoft Applications at advanced user's level.
- Internet and e-mail at advanced user's level.

KEY COMPETENCES AND SKILLS

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| ● Research | ● Field trips | ● Target setting |
| ● Human resources | ● Quality assurance | ● Training |
| ● Planning | ● IT skills | ● Administrative |

