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## **Personal details:**

**Name:** Sara Amar Shrief

**Cell Phone:** 092 690 7226

**Gender:** Female.

**Martial Status:** Single.

**Nationality:** Libyan.

**Home address:** Janzour, Libya.

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## **Education and Training Courses:**

**2018:** Translation Diploma, Department of Translation (The Libyan Academy).

**2015:** Time Management Course.

**2015:** Mini MBA (**Master of Business Administration**)

**2013:** Teach to the Beat Workshop.

**2012:** Best Practices in TESOL for Secondary School Teachers (SIT Graduate Institute a Program of World Learning)

**2010:** English Language Teaching Film Discussion Workshop.

**2010:** An International computer Driving License (ICDL) , Academy of Graduate Studies, Janzour, Libya.

**September 2006 –2010 :** **Bachelor of Arts, English Language Department**, Faculty of Teachers preparation, Alfatah University.

**September 2001 –2006 :** **Certificate of High School.**

**2001:** Internet Surfing Certificate, Nornet, Janzour, Libya.

**2001:** Computer Operating Certificate.

## **Work Experience:**

**2010 till now**      **Employee at the Language Center (The Libyan Academy)**

**2010:** Administrative Assistant, American Tests Supervisor's Assistant.

**2013:** Head of cooperation and Public relations department, (till now).

**2014:** Head of General and International Examinations department.

Duties included:

- Supervision of American tests (TOEFL & GRE)
- Preparing for courses and supervising over them
- Carrying out all administration work related to the English Language Centre like writing letters, reports, and photocopying
- Doing all public relations work related to the English Language Centre
- Supervision over the student registration process
- Substituting for teachers when absent
- Preparing for workshops, exhibitions and conferences.

**2012**                      **Volunteer with National Democratic Institute**

- Voluntary work in Election Observation Operating Room With National Democratic Institute

**2012 - 2013**      **Volunteer with Alwaha oil Company (English Department)**

- Voluntary work in supervising and preparing for English Tests (KET – PET – FCE)

## **Computer Skills:**

Microsoft Office, Windows, Internet.

## **Interests:**

In my spare time I enjoy reading, playing volleyball, and playing tennis.

References are available upon request.