

# Hamdy Ahmad Taha Zayan

## PERSONAL INFORMATION



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Sex: Male | Date of birth: 11/06/1986 |

Place of birth: Qena, Nag Hammadi | Nationality: Egyptian |

Marital Status: Married

## QUALIFICATIONS

(Details on Page 2)

2012 – 2015

- **MA Degree** (Master of Arts in Curricula & Instruction (TEFL), Faculty of Education, Al-Azhar University, Egypt).

2010 – 2011

- **Special Diploma** (Curriculum and Instruction (TEFL) Special Diploma, Faculty of Education (Qena), South Valley University, Egypt).

2009 – 2010

- **Professional Diploma** (Special Needs Education Diploma, Faculty of Education (Qena), South Valley University, Egypt).

2004 - 2008

- **BA** (Bachelor of Arts in English Literature and Education, Faculty of Education, Al-Azhar University, Cairo, Egypt).

## WORK EXPERIENCE

1/2014 – Up to Now

### General Coordinator

A General Coordinator of Quality Assurance and Training Courses at AQATC (Al Azhar Quality Assurance and Training Centre), Al Azhar University, Egypt.

#### Duties:

- ✚ Map out training plans.
- ✚ Design and apply assessment tools to measure training effectiveness.
- ✚ Schedule the strategic plan of training courses.
- ✚ Assess training needs for training courses and trainees.
- ✚ Organize, develop or source training programs to meet specific training needs.
- ✚ Coordinate with subject matter experts regarding instructional design.
- ✚ Inform trainees about training options.
- ✚ Provide feedback to program participants and management.
- ✚ Evaluate and make recommendations on training material and methodology.
- ✚ Handle logistics for training activities including venues and equipment.
- ✚ Establish and maintain relationships with external training suppliers.
- ✚ Manage training budget.
- ✚ Keep current on training design and methodology.

3/2012 – Up to Now

### **Demonstrator**

A demonstrator of Curriculum and Instruction (TEFL), Faculty of Education, Al Azhar University, Cairo, Egypt

- Teaching the practical sessions of TEFL Microteaching, Teaching Aids, and Instructional Computer syllabi.

10/2009 – 2/2012

### **EFL Teacher**

Having worked as a teacher of primary and preparatory stages at Al Azhar Institutes in Upper Egypt

May – December, 2008

### **Translator**

A Translator at “Arabic Integrated Service (AIS)” for translation and distribution {May - December 2008}, achieving a variety of projects in Political, Educational, legal, Medical, advertisement, and translated Internet Websites for many touristic sites around the world.

#### **Duties:**

- ✚ Researching legal & technical phraseology to ensure the correct translation is used.
- ✚ Translation of documents/letters from English into Arabic & vice versa.
- ✚ Reviewing and proofreading mother-tongue text.
- ✚ Working freelance providing a translation and interpretation service to clients where needed. Involved converting documents and articles from English into Arabic & vice versa and ensuring that the finished converted articles relay the intended message as clearly as possible.
- ✚ Translating many Educational researches and articles for TEFL researchers and other fields at Faculty of Education. The fields of researches included Foundations of Education, Comparative Education, Educational Psychology, Curriculum and Instruction, and Technology Education

## **EDUCATION AND TRAINING**

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2012 – Up to Now

### **MA Degree**

### **Level 7 in EQF**

Master of Arts in Curricula & Instruction (TEFL), Faculty of Education, Al-Azhar University, Egypt.

Title: *Developing Lexical Richness of EFL Majors' Oral Performance through a Vocabulary Strategy Based Program.*

University: Al Azhar University

College: Faculty of Education

Department: Curriculum and Instruction (TEFL)

Grade :

Viva Date:

- Completed 1-year study in partial fulfilment of MA degree included five courses:

- 1- Instruction Design.
- 2- Recent Trends in Curriculum and Instruction.
- 3- Research Methods.
- 4- English Readings in Curriculum and Instruction
- 5- Computer Assisted Curriculum Design and Instruction

**2010 - 2011**

**SPECIAL DIPLOMA**

**Level 7 in EQF**

Curriculum and Instruction (TEFL) Special Diploma, Faculty of Education (Qena), South Valley University, Egypt.

**University:** South Valley University

**College:** Faculty of Education

**Department:** EFL Curriculum and Instruction

**Grade :** Very Good 85.00%

**Graduation Date:** July 2011

▪ Completed 1-year study that included Eight courses:

- 1- Research Methods
- 2- Educational Statistics.
- 3- Readings in Curriculum and Instruction.
- 4- Teaching Strategies.
- 5- Teaching Skills.
- 6- EFL Seminar.
- 7- Moral Education.
- 8- Special Needs Education

**2009 - 2010**

**PROFESSIONAL DIPLOMA**

**Level 7 in EQF**

Special Needs Education Diploma, Faculty of Education (Qena), South Valley University, Egypt.

**University:** South Valley University

**College:** Faculty of Education

**Department:** Special Needs Education

**Grade:** Excellent 90.33%

**Graduation Date:** August 2010

▪ Completed 1-year study that included Nine courses:

- 1- The Deaf and the Blind.
- 2- Remedial Instruction Models.
- 3- Special Needs Psychology.
- 4- Outstanding and Talented Student Education.
- 5- Special Education Curricula.
- 6- Psychological Measurement.
- 7- Special Education of Abnormal Students.
- 8- Psychological counselling for Students with Special Needs.
- 9- General Health.

**2004 - 2008**

**BA degree**

**Level 6 in EQF**

Bachelor of Arts in English Literature and Education, Faculty of Education, Al-Azhar University, Cairo, Egypt.

**University:** Al Azhar University

**College:** Faculty of Education

**Department:** English

**General Grade:** very good with honours degree 83,68%

Graduation Date: May 2008

For detailed record of courses and syllabi received through the 4-year study, a certificate of the grades will be attached.

## PERSONAL SKILLS

### PERSONALITY KEY STRENGTH

- ✓ Enthusiastic, resourceful and dedicated / committed professional
- ✓ Able to create an authentic, purposeful and positive training environment & packages and service oriented
- ✓ Innovative, creative and good at preparing strategic plans and writing proposals and reports.
- ✓ Unconditionally collaborative and totally committed to any work requirement.
- ✓ Collegial, ever-willing and ready.
- ✓ Responsible, reliable, autonomous and self-motivated.
- ✓ Leadership capabilities, good communication and coordination skills.
- ✓ Attentive to detail, flexible and loyal.
- ✓ Topical and Methodological Academic and Educational Researcher
- ✓ The Design, Writing, Development, and Editing of Teaching, Learning, Training, Evaluation, and Assessment Resources of Any Kind and in Any Formats (Hardcopy or Softcopy)
- ✓ Program and Course Design, Writing, Development, Implementation, Staff Assignment, and Staff Scheduling.
- ✓ Structure training Packages and Deliver Effective Professional Development workshops.
- ✓ Efficient, Effective, Multitalented and Multitasked.
- ✓ Active and Valuable Contributor to work place “Think Tank” Behaviours, Attitudes, Activities and Tangible Products.
- ✓ Appropriate, Accurate, and Diplomatic / Tactful Information Distribution and Information-sharing.

### PROFESSIONAL ATTRIBUTES

## LANGUAGES

### ARABIC

Mother tongue.

### ENGLISH

| UNDERSTANDING  |           | SPEAKING           |                   | WRITING   |
|--|-----------|--------------------|-------------------|-----------|
| Listening  | Reading   | Spoken interaction | Spoken production |           |
| Excellent  | Excellent | Excellent          | Excellent         | Excellent |
| Completed Upper intermediate Level of the Conversation Program at the British Council. |           |                    |                   |           |

## COMPUTER SKILLS

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|----------------------|----------------------------|
| Art & Graphics       | ▪ Adobe Photoshop (CC)     |
| Presentation         | ▪ Microsoft PowerPoint.    |
|                      | ▪ Prezi.                   |
|                      | ▪ I-mind Maps              |
| Spreadsheet          | ▪ Microsoft Excel          |
| Word Processing      | ▪ Microsoft Word           |
| Operating Systems    | ▪ Windows 8.1 and earlier. |
| Statistics           | ▪ SPSS                     |
| Translation software | ▪ TRADOS                   |

## EXTRA COURSES AND WORKSHOPS

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- Participated in the module entitled “**Proposal Writing Post Docs**” of the further domain “Program Preparation” within the DAAD Kiro Akademie on 1<sup>st</sup> of October, 2014 at the premises of Al Azhar University.
- Participated in the module entitled “**Interactive Lectures**” of the further domain “Teaching in Higher Education” within the DAAD Kiro Akademie on 2<sup>nd</sup> of June, 2014 at the premises of Al Azhar University.
- Participated in the module entitled “**Self Marketing**” of the further domain “Program Preparation” within the DAAD Kiro Akademie on 8<sup>th</sup> of May, 2014 at the premises of Al Azhar University.
- Attended a 30-day course at Upper Intermediate level of the conversation Program from 28/05/2012 to 20/6/2012 at the British Council Agouza with Course Grade (A) and CEF level (B2).

## REFERENCES

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### Dr. Abdel Rehim S. El Hilaly

- Professor of Curriculum and Instruction (TEFL), Faculty of Education, Al Azhar University, Egypt.
- Member of the High Committee for promoting Faculty Members to professors and assistant professors degrees in Curriculum and Instruction (TEFL), Faculty of Education, Al Azhar University, Egypt.
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### Dr. Attia E. Abdel Aal

- Assistant Professor of Curriculum and Instruction (TEFL), Faculty of Education, Al Azhar University, Egypt.
- Vice Director of AQATC (Al Azhar Quality Assurance and Training Centre), Al Azhar University, Egypt.
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