

Ashwaq Alazem

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Professional Profile

An Arabic lecturer and program coordinator for non-Arabic speaking programs at reputable institutions, with a 20-year track record in effective lesson planning, curriculum development, exam design, and engaging classroom activities. Notably, she served as a Learning and Authoring Director at Nexus Learn Arabic, showcasing expertise in curriculum development. Ashwaq also has a solid record of successfully managing language programs.

Experience

Arabic Editor /Proofreader

Freelancer

April 2007 – Present

Amman- Jordan

Duties and Key Responsibilities:

- Enhance document coherence and readability by refining language flow, while preserving the intended meaning of the original text.
- Collaborate with translators to reword and enhance the text, promoting clarity and accuracy in communication.
- Ensure impeccable spelling, grammar, and maintain uniformity across the document to uphold high standards of language proficiency.
- Thoroughly verify and meticulously finalize footnotes and references in alignment with the correct style, enhancing overall document quality and credibility.
- Conduct editing and proofreading services for books and novels.

Learning and Authoring Director- Part-time

Nexus Learn Arabic

6/2021 – 5/2022

United Kingdom

Duties and Key Responsibilities:

- Led efforts in revising and developing curriculum, ensuring alignment with the latest educational standards.
- Actively created a comprehensive modern standard Arabic Language curriculum, adhering to established global frameworks for teaching non-native speakers.
- Established effective processes for managing the authoring of educational materials, optimizing productivity and quality.
- Collaborated closely with subject matter experts, teachers, authors, and designers to ensure the development of educational content that precisely meets learning objectives.
- Facilitated seamless deployment of curated content on e-learning platforms to enhance



accessibility and engagement for learners.

Arabic Lecturer and Coordinator for Non-Arabic Speakers -Part-time 9/2018- 11/2018
School for International Training (SIT) Study Abroad Amman, Jordan

Duties and Key Responsibilities:

- Planned and coordinated instructional lessons.
- Acquired an in-depth understanding of MSA and Local Arabic curricula and explored effective teaching approaches.
- Established clear objectives for teaching both colloquial and formal Arabic language, covering all essential skills and grammar.
- Demonstrated punctuality and professionalism by meeting deadlines and collaborating effectively with colleagues.
- Created tailored teaching materials for colloquial dialect at all proficiency levels.
- Designed comprehensive exams assessing skills across various levels.
- Supervised and implemented a program of engaging classroom and extra-interactive activities for students.

Arabic Lecturer and Coordinator for Non-Arabic Speakers 12/2015- 6/2020
European Academy for Languages and Training Amman, Jordan

Duties and Key Responsibilities:

- Strategically planned and organized lessons while maintaining close coordination with instructional colleagues.
- Acquired a comprehensive understanding of diverse curricula encompassing MSA, Classic, and Local Arabic, utilizing effective teaching approaches and best practices to deliver engaging content to students.
- Identified, curated, and adapted instructional resources to cater to the diverse learning styles and backgrounds of students, ensuring an inclusive and effective learning environment.
- Enforced discipline guidelines in alignment with institutional policies to maintain a conducive learning atmosphere within the classroom.
- Established precise objectives and targets for instructing both colloquial and formal Arabic language, encompassing essential skills and grammar components.
- Adhered to professional responsibilities through efficient time management, meeting deadlines, and fostering productive collaborations with peers.
- Tailored educational materials designed specifically for Diplomats, catering to proficiency levels ranging from A0 to C1.
- Created well-structured examination materials evaluating all language skills across different proficiency levels.
- Developed and oversaw an interactive program of classroom activities and supplementary engagements to enhance the overall learning experience for students.



Arabic Language Instructor for Non-Arabic Speakers
Centre International de Formation Européenne (CIEE)

9/2014 – 12/2014
Amman-Jordan

Duties and Key Responsibilities:

- Planned lessons and coordinated with other instructional staff.
- Developed a deep understanding of various curricula, such as MSA, Classic, and Local Arabic, and explored best practices for effective content delivery to students.
- Identified, selected, and modified instructional resources to meet the diverse needs of students with varying backgrounds and learning styles.
- Set and implemented rules of discipline in accordance with institutional policies.
- Set clear objectives and goals for teaching both colloquial and formal Arabic, covering essential language skills and grammar components.
- Demonstrated professionalism by efficiently managing work tasks, meeting deadlines, honoring schedules, and collaborating effectively with peers.

Arabic Lecturer for Non-Arabic Speakers
Earlham College- Amman Office

1/2014 – 4/2014
Amman-Jordan

Duties and Key Responsibilities:

- Strategized and planned lessons in collaboration with instructional staff for optimal classroom outcomes.
- Cultivated an in-depth understanding of diverse curricula, focusing on MSA, to deliver effective content to students.
- Identified, selected, and customized instructional resources to cater to varying student backgrounds and learning preferences.
- Enforced discipline guidelines in accordance with institutional policies, promoting a conducive learning environment.
- Established clear and achievable objectives and goals for teaching both colloquial and formal Arabic, encompassing essential language skills and grammar components.
- Demonstrated professionalism by consistently meeting deadlines, adhering to schedules, and fostering collaborative efforts with peers to fulfill work obligations.

Arabic Language Instructor for Non-Arabic Speakers
Instituto Cervantes

9/2013- 11/2013
Amman- Jordan

Duties and Key Responsibilities:

- Planned lessons and acquired a profound understanding of the Arabic Local curriculum, simultaneously exploring optimal content delivery practices for students.
- Identified, selected, and adapted instructional resources to accommodate the diverse



needs of students from different backgrounds and with varying learning styles.

- Demonstrated professionalism by efficiently managing work tasks, meeting deadlines, honoring schedules, and actively collaborating with peers to fulfill professional obligations.

Arabic Lecturer for Non-Arabic Speakers

Qasid Arabic Institute

6/2011- 8/2012

Amman- Jordan

Duties and Key Responsibilities:

- Planned lessons meticulously and maintained coordination with fellow instructional staff.
- Developed an extensive understanding of diverse curricula, encompassing MSA, Classic, and Local Arabic, while investigating optimal content delivery practices for students.
- Identified, selected, and customized instructional resources to suit the distinctive needs and learning styles of students with varying backgrounds.
- Established and enforced discipline rules in strict adherence to institutional policies, fostering a conducive learning environment.
- Set precise objectives and targets for instructing both colloquial and formal Arabic, encompassing essential language skills and grammar components.
- Demonstrated professionalism by efficiently managing work tasks, adhering to deadlines, respecting schedules, and fostering collaborative efforts with peers to meet professional obligations.
- Created tailored educational materials designed specifically for Diplomats, catering to proficiency levels across all stages.

Television Production Coordinator

Vision for TV Production

8/2007- 8/2009

Amman- Jordan

Duties and Key Responsibilities:

- Attended and actively participated in production meetings, ensuring seamless communication and coordination.
- Assisted in setting up the production office, ensuring all essential supplies were available and organized.
- Managed script-related tasks, including typing, editing, copying, and distributing scripts to relevant team members.
- Coordinated schedules and call sheets, playing a crucial role in the smooth functioning of the production team.
- Conducted thorough checks on running orders and scripts, ensuring accuracy and alignment with production requirements.
- Monitored and managed program timings, ensuring the production adhered to planned schedules.
- Prepared vital documents such as schedules, shot lists, logs, and other paperwork critical for post-production processes.



Arabic Editor /Proofreader
UNICEF

1/2007 – 5/2007
Amman, Jordan

- Edited and proofread diverse documents at UNICEF, improving language flow and readability while maintaining original content meaning.
- Collaborated with translators and authors to refine and reword content for improved clarity and accuracy.
- Ensured impeccable spelling, grammar, and uniformity in all documents, aligning with UNICEF's established style and guidelines.
- Verified and finalized footnotes and references according to correct style, upholding the credibility and professionalism of UNICEF's documents.

Education

- Master's degree in Teaching Arabic for Non-Arabic Speakers 5/2021
University of Jordan, Amman, Jordan- GPA 3.94.
- Bachelor's degree in Arabic Language and Literature. 6/1994
University of Jordan, Amman, Jordan

