

Meram Salim Shekh Mohamad

📍 Erbil, Kurdistan, Iraq

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SUMMARY

Offering 10 years successful work experience at various fields with variety of position and roles. Can relate well with people at all levels and has the flexibility of working well as part of a team or individually. Comfortable working in multi-cultural, growth orientated work environment and possessing a proven ability to ensure that brand messages, standards and communications are understood and implemented effectively.

QUALIFICATIONS AND SKILLS

- ◆ Public Speaking
- ◆ Communication skills
- ◆ interpersonal skills
- ◆ Critical Thinking
- ◆ Adaptability
- ◆ Problem solving
- ◆ Initiative
- ◆ creativity
- ◆ Work Ethic
- ◆ Time management
- ◆ Strategizing
- ◆ Multitasking
- ◆ Strong organization skills
- ◆ Attention to detail

COMPUTER SKILLS

Excellent in MS;

- ◆ Word
- ◆ Excel
- ◆ PowerPoint
- ◆ Outlook

WORK EXPERIENCE

University Lecturer – Department of English - College of Education and Languages - Lebanese French University

Sep 1, 2021 – Present

- ◆ Teaching Literary Criticism/ Early Modern Novel/ Late Modern Drama
- ◆ Teaching 16th Century, 17th Century, 18th Century and 19th Century Poetry
- ◆ Head of English Department Quality Assurance
- ◆ A Member of Moodle system Checkup Committee
- ◆ A Member of Bologna Process Committee
- ◆ Research Project Supervision- 12
- ◆ Research Project Examining Committee
- ◆ member of Cultural and Social activities Committee
- ◆ member of department scientific committee
- ◆ Organizing Research Project Examining Committee and Timetable.
- ◆ Lebanese French Candidate for Round Three Kurdistan Pedagogical Experts at Hamk University – Finland
- ◆ Lebanese French University Pedagogical Center Facilitator for CBE Module.

University Lecturer – Faculty of Education-Soran University

Nov 1, 2019 – June 30, 2020

- ◆ Teaching Literature Survey in English Department- Second Year.

Teacher - Rwandiz Private Technical Institute

Nov 1, 2017 – May 1, 2019 “2 Years”

- ◆ Supervising and Leading Conversation Club – First & Second Year
- ◆ Seminars on Self-Development and Time Management.
- ◆ Member of Second Year Research Project Discussion.
- ◆ Coordinating with Department for New Ideas and Activities.

CERTIFICATE AND SELF DEVELOPMENTS

- ◆ 3rd International Conference on Education & Teaching in K-12 Schools (ICET)-Erbil- 17/18th May 2023
 - ◆ Professional Development Programme for Kurdistan Pedagogical Experts- Häme University of Applied Sciences- Finland- 26-09-2023 To 12-06-2024.
 - ◆ Ypeer Education Certificate- UKH (American Corner) August 6-10, 2017.
 - ◆ Trainee of Trainers (TOT)- UNDP- Kurdistan Center for Gender Studies.
 - ◆ Student Life Basic Training- The International School of Chouefat- Erbil.
- ◆ Introduction to Student Management Training- The International school of Chouefat- Erbil.
- ◆ Student Life Organization (SLO)AMPS Basics- international School of Chouefat- Erbil.
- ◆ Microsoft Windows & Microsoft Office- Khalifan Cultural Center- 2005.

Primary School Manager - Trainer - Activity Coordinator and Academic Controller - Kodo Educational Foundation Sep 1, 2017 – Sep 1, 2018 “1 Year”

- ◆ Dealing with Soran Educational directorate.
- ◆ Attending Board Meetings.
- ◆ Supervising parental meetings.
- ◆ Managing foundation activities through a yearly activity plan.
- ◆ Managing foundation’s academic department.
- ◆ Organizing trainings for staff, having a yearly training plan.
- ◆ Supervising school weekly and monthly meetings.
- ◆ Organizing and supervising foundation’s Annual Concert.
- ◆ Writing monthly report for foundation’s Board Members.
- ◆ Supervising clubs for Student’s Self-Development.
- ◆ Member of School’s activity team.
- ◆ Seminars about Self-Development for Students.

Primary School Teacher – Khalifan Basic School for Boys and Girls Sep 1, 2015 – October 30, 2016 “1 Year”

- ◆ Teaching English- Third & Seventh Grade
- ◆ Teaching science- Third Grade
- ◆ Teaching Computer-Eightieth Grade
- ◆ Teaching Kurdish- Third Grade
- ◆ Member of School Disciplinary Committee.
- ◆ Member of School’s Community Committee.
- ◆ Supervising School Activities.

Student Life Coordinator (SLC) – Activity Coordinator – SLO Teacher / Soran International School Managed by Sabis Sep 9, 2014 – Jun 1, 2015 “1 Year”

- ◆ Managing School’s Student Life Department.
- ◆ Supervising School’s activities through a yearly activity plan.
- ◆ Supervising Art, PE, and Music classes.
- ◆ Teaching Student Life lessons.
- ◆ Supervising School’s discipline and academic department.
- ◆ Supervising 17 clubs throughout the study year.
- ◆ Managing and supervising School’s annual concert for kindergarten and primary school.

ONLINE COURSES

- ◆ Diploma in Human Resources, April 8, 2016
- ◆ Gender Discrimination in Workplace- Nov 6, 2023
- ◆ Kaizen Approach - Lean Methodology for Continuous Improvement- Nov 6, 2023
- ◆ Advanced Diploma in World Literature- June 5, 2023.
- ◆ Modern Human Resources Management, July 25, 2016
- ◆ Introduction to Stress Management, Oct 18, 2017
- ◆ Staying Close to Customer, Feb 02, 2018
- ◆ Introduction to Time Management, Feb 04, 2018
- ◆ Diploma in English Language and Literature, June 03, 2017
- ◆ Psychology- Perceiving the World Around You, Nov 11, 2017
- ◆ Introduction to Conflict Management and Negotiation, May 24, 2017
- ◆ Diploma in Human Resources, April 08, 2016
- ◆ Diploma in Basic English Grammar, April 07, 2016
- ◆ Business Communication, Managing Successful Team Meetings, April 06, 2016
- ◆ Sales Prospecting and Lead Generation, April 19, 2016
- ◆ Introduction to Journalism, April 06, 2016
- ◆ Introduction to Public Relations Jul 27, 2016
- ◆ Innovation the Key to Business Success
- ◆ Business Communication- April 6, 2016
- ◆ Healthy Living- Sep 3, 2016
- ◆ Achieving Personal Success- April 16, 2016
- ◆ An Introduction to Public Leadership Starting A Business: Vision and Opportunity

Volunteer “3 Years”

- ◆ Liaison Officer – Clad Center, Soran University June 1, 2015 – Sep 12, 2015.
- ◆ Public Relations – Kurdistan Center for Gender Studies, Soran University Sep 12, 2015 – June 1, 2016.
- ◆ Translator – Soran University Website June 1, 2016 – Jul 15, 2018.
- ◆ Rwanda Foundation Job Fair- Jul 13, 2017-Jul 18, 2017.
- ◆ Translator – Deal Company –Jul 30, 2017.
- ◆ Member at Soran Health Corps-August 2017.

EDUCATION

- ◆ M.A. in English Literature – Soran University, 2018 – 2020
- ◆ B.A. in English language and literature - University of Salahaddin, Erbil 2010 - 2014

PUBLICATIONS

- ◆ Dilemma of Motherhood and Domesticity in Gina Gionfriddo’s *Rapture, Blister, Burn*- Twejer Magazine- Soran University- Sep, 2020
- ◆ Feminine Empowerment and Individualism Analysis in Emily Dickinson’s Selected Poems- Qalaai Zanist- Lebanese French University- Dec, 2022
- ◆ A Philosophical View on Love and the Concept of Soulmates in Paulo Coelho’s *Brida*- -Cihan University-Erbil Journal of Humanities and Social Sciences- April, 2024

LANGUAGES

Kurdish - Native
English - Fluent
Arabic - Intermediate
Turkish – Starter
Persian- Starter