

# GHADA HIKMAT HASSAN

Homs, Syria +963 988502164 ghadahassan609@gmail.com linkedin.com/in/ghada-hassan-884149612

## PROFESSIONAL SUMMARY

---

15 years of experience as an English teacher with 6 years proficiency in ESL instruction and UK/US curricula in private and public university settings in Syria, skilled in creating engaging lesson plans, assessing students' progress, and fostering a positive learning environment. Skilled in academic supervision in managing outdoor events and training staff for about 6 years in a prominent mental math institution and a well-known kids club. 3 years of experience in teaching English for RRE-K, KG1 and KG2 classes.

## PROFESSIONAL EXPERIENCE

---

### AL-HAWASH PRIVATE UNIVERSITY

Homs, Syria

#### ESL Teacher

SEP 2020 - Present

- Delivered English lectures covering grammar, vocabulary, listening, pronunciation, writing and reading skills over 14 semesters.
- Increased the number of C to A+ grade to 85% throughout 5 years.
- Scored dynamic language acquisition in large classes by integrating cutting-edge teaching methods and technologies, resulting in 80% increase in student engagement and participation rates.
- Assessed students' progress through regular quizzes, tests, and speaking assessments.
- Assisted with topic selection for presentation projects for 100+ students per semester.
- Participated in students' recruitment, registration and placement tests.
- Participated in preparing vocabulary booklets for the university students.

#### International Relations Office

2023 – Present

- Coordinate international partnerships and exchange programs to enhance the university's global footprint.
- Facilitate communication and collaboration between the university and foreign institutions.
- Assist in organizing academic and cultural events for international students and visiting delegations.
- Support students in identifying and applying for study-abroad opportunities.

### AL-BAATH UNIVERSITY

Homs, Syria

#### Lecturer

SEP 2019 - SEP 2020

- Delivered English lectures for non-specialized majors over 2 semesters.
- Provided 350+ students with the required English as a second language curricula.
- Conducted regular tests and participated in invigilation.

### ADMINISTRATION RESEARCH CENTER (ARC)

Homs, Syria

#### Public relationship agent

SEP 2017 - OCT 2018

- Used contracting and consulting skills to help clients achieve their objectives.
- Translated an HR book for ARC.
- Prepared event planning registration forms for Afkar Media Company.

### WADA7 BOOKSHOP

Homs, Syria

#### Translator and Scripter

SEP 2014 – OCT 2018

- Wrote, typed and translated lectures for English literature students.
- Revised lectures and handed the last version to the publishing department.

### PLAY & MORE SUMMER CLUB Al-Safir Hotel

#### Manager & Teacher

- Conducted academic supervision for teachers.
- Managed outdoor events with full responsibilities.
- Provided the required staff and trained them on working with children.

**UCMAS Syria****Course Instructor**

- Trained students between the age of 6 and 12 to use the Abacus
- Instructed the work of students using Mental Math.
- Developed students' mathematical skills.
- Completed staff training (first two levels).
- Constructed and conducted 8 courses of more than 65 students.

**Homs, Syria**  
**NOV 2011- OCT 2016****Future Kids Languages Institution****Teacher**

- Taught all subjects of English for RRE-K, KG1 and KG2 classes.
- Ensured that students were led forward towards noticeable success.
- Taught *Houghton Mifflin*, *Wide Eye* and *Jolly Phonics* courses.
- Attended staff training sessions supervised by Dr Ghada Zidan and Dr Samir Khoury.
- Taken part in training session at First Step Pre School in Damascus.

**Homs, Syria**  
**JUN 2009- OCT 2012****EDUCATION**

---

**AL BAATH UNIVERSITY***Bachelor of Arts in English Literature***Homs, Syria**  
**2014-2018****AL BAATH UNIVERSITY***MA student for literary studies of comparative literature***Homs, Syria**  
**2019-present****ADDITIONAL INFORMATION**

---

- Technical Skills: MS office, PowerPoint, 25 wpm, Classroom Management, Lesson Planning, Whiteboards
- Languages: Arabic (native), English (Proficient), German (Intermediate)
- Certifications: I.C.D.L certificate, TOEFL course
- References: Available upon request