

## Career Profile

- Education Specialist since 2011
- Exceptional customer service skills through six years working in client facing environments
- Advanced computer skills – Microsoft Office, Outlook, Chrome, Internet Explorer
- Workshop Facilitator (in Arabic and English)
- Qualified Trainer and Assessor
- BiCultural Worker (assist new Arab women in Australia to adjust to Australian culture)
- Team Leadership Skills
- Business Management Skills

## Education and Training

- TAE40110 Certificate IV in Training and Assessment (2017)
- Master Degree in Business (Social Impact and Sustainability) (2017)
- Bachelor Degree in Business Management (2015)
- Advanced Diploma of Management (2013)
- Diploma of Business and Commercial Studies (2012)

## Employment History

### Arabic Language Teacher for Non-Arabic Speakers (Al-Kauthar Institute)

2011 - 2016

- I designed and facilitated classes for Non-Arabic speaking children (ages 5- 10) to learn Arabic grammar
- I also designed relevant content to teach Non-Arabic speaking adults

### BiCultural Worker (Saudi Cultural Mission ) 2010 – 2011

- Support newly arrived Arab women to adjust to the Australian cultural expectations
- Translate Arabic to English to assist Arab women to access Australian services
- Communicate with Service Providers who dealt with newly arrived Arab female students
- Stationery order for staff amenities and student common room supplies
- Assist Student Services Team with Orientation and other student events

## Voluntary Experience

- Teach children Arabic grammar and Islamic studies (Australia)
- Sisters Support Services - teach Arabic to Muslim women of non-Arabic speaking backgrounds and assist with meal preparations for people with disability (Australia)

## References

Bayan Grant

Manager  
Sisters Support Services

Princess Lakshman (Sister Iqra)

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