



Anood Sarai AlMaihuby

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OBJECTIVE

Experienced professional with a strong background in academic administration and translation, seeking to contribute organizational, linguistic, and communication skills in an administrative or translation role. Proven ability to manage university operations, support faculty and students, and deliver accurate, high-quality translations. Committed to efficiency, precision, and continuous professional growth.

EXPERIENCE

University of Tabuk| Saudi Arabia

Lecturer | August 2008 – Present

- Teaching English for Specific Purposes (ESP), focusing on Business English, Medical English, and Computer English.

Supervisor of Unit of Training and Skills Development | December 2016 – Present

- Identifies organizational training needs, designs and implements programs and manages training budgets.
- develops and evaluates training materials, and assesses the effectiveness of training initiatives.

Coordinator of the Academic Affairs | Department of Basic Studies and Sciences | March, 2015 – May 2020

- Assist with developing Academic Affairs technology priorities.
- Develop annual report cycles and strategies in English to support indirect assessments related to academic programming and disciplines.
- Serve as technical liaison between the Academic Affairs Division, the Information Technology Department.

Member of the Evaluation and Measurement Unit | November, 2014 – November, 2016

- Emptying grades on tests and Coding, classification and derivation of new variables.
- Analysis of scores on the test scores and convert multiple systems.
- Staging, discharged, coded, and analyzed for multiple purposes

Academic Accreditation Coordinator | November, 2014 - March, 2015

- Develop forms and spreadsheets for the display of data.
- On an on-going basis, data needs to be collected, maintained, and analyzed to maintain department accreditations.
- Create and organize databases.

EDUCATION

- Southern Illinois University of Carbondale | USA
- Master of Arts in Applied Linguistics
- GPA: Excellent 3.63/ 4
- University of Tabuk | Saudi Arabia
- Bachelor of English Language

SKILLS

Technical Skills

- Proficiency in Microsoft Office
- Ability to collect and organize data
- Proficiency in translation from and into Arabic and English

Soft Skills

- Communication skills
- Analytical Thinking
- Time Management Skills
- Problem-Solving Abilities

COURSES

- Computer Using in Official Works, Ministry of Education.
- Basic Life Support (BLS), NHCPs
- Certified trainer in the National Drug Control Commission 'Nebras', KSA.
- Certified Trainer of Trainers (TOT).

LANGUAGES

Arabic - English - French