

LINA ABURAAD

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OBJECTIVE

To obtain a part time instructor at University of Akron for the opportunity to put my diverse skills in use. I will bring my exceptional ability to provide counseling support and services along with my managerial and interpersonal skills to use at your outstanding company.

EDUCATION

Al Ain Community College: Abu Dhabi, U.A.E.

Jan 1992- May 1994

Associates in Business Administration

Cleveland State University: Cleveland, Ohio

Aug 2010- May 2013

Bachelor of Arts in Speech and Hearing

Cleveland State University

Jan 2014 – Dec 2015

Masters of Adult Learning and Development

PREVIOUS JOB POSITIONS

Foreign Language Teacher**Berlitz Global Education Company: Independence, OH**

Jan 2015- Dec 2015

- Delivered private teaching lessons according to students' needs
- Kept student records and data on file and up to date

Academic Advisor Internship Experience**Cleveland State University: Department of Education & Human Services**

Spring & Fall semester 2015

- Monitored student registration activities and recommended solutions to academic difficulties
- Helped students develop educational career plans
- Evaluated and determined transfer of credits
- Reviewed standardized test scores, transcripts, and course prerequisites
- Maintain accurate records (including electronic records) of interactions with students

Medical Translator**Kindred Hospital: Cleveland, OH**

Jan 2015- June- 2016

- Fluent in Arabic and English
- Translated procedural information to facilitate understanding between medical staff and patients
- Advocated on behalf of patients and families to promote health and wellbeing
- Built strong interpersonal connections with patients and medical staff
- Provided cultural information to healthcare providers in order to ensure appropriate

provision of health services

Foreign Language Instructor

Cleveland State University

January 2016- present

- Interpreted student needs, consulted with students to provide solutions in a fast paced classroom
- Evaluated academic and social growth, maintained appropriate records and monitored progress of students
- Communicated regularly with students in regards to their individual progress
- Taught course materials, gave assignments, monitored student performance, and kept attendance records
- Prepared lesson plans by following the curriculum guidelines

VOLUNTEER WORK & COMMUNITY INVOLVMENT

Parent Teacher Association

Olmsted Falls Middle School 2007

Juvenile Diabetes Research Foundation

Cleveland Metro Parks Zoo Sept. 2015

United Way Diabetes Fundraiser- Oct. 2001

Olmsted Falls City Schools