

# ASMAA AL-ANAZI

ENGLISH LANGUAGE INSTRUCTOR | TRANSLATOR | QUALITY ASSURANCE SPECIALIST

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A dedicated English language instructor and translator with a strong academic background in Languages and Translation and a Master's degree in Human Resources. Passionate about education, linguistic accuracy, and quality assurance, with hands-on experience in English language instruction and translation. Adept at applying Lean Six Sigma principles and quality management strategies. A proactive professional eager to contribute expertise to a dynamic organization while continuously enhancing skills and knowledge.

## AREA OF EXPERTISE

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- English Language Instruction
- Translation & Localization
- Quality Assurance & Internal Auditing
- Lean Six Sigma Methodologies (Black & Green Belt)
- Curriculum Development & Teaching Strategies
- Persuasive Writing & Linguistic Accuracy
- Computer & Infographic Design
- Teamwork & Cross-functional Collaboration
- Adaptability & Problem Solving
- Project & Time Management

## PROFESSIONAL EXPERIENCE

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### English Language Instructor | Al-Masar Institute

2 Months

- Conducted English language courses tailored to students' proficiency levels.
- Developed interactive lesson plans to enhance engagement and retention.
- Assisted students in improving reading, writing, and speaking skills.
- Provided feedback and assessments to track student progress.

### Volunteer Translator | Al-Imam Muhammad Ibn Saud Islamic University – Translation Club

- Translated academic and professional documents from Arabic to English and vice versa.
- Assisted in reviewing and proofreading translated materials for accuracy and coherence.
- Collaborated with team members to enhance language proficiency programs.

## EDUCATION

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Master's Degree in Human Resources

Bachelor's Degree in Languages & Translation

Diploma in English Language (Australia)

## CERTIFICATIONS AND COURSES

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- Lean Six Sigma – Black Belt & Green Belt (Process Improvement & Quality Management)
- Internal Quality Auditor Certification (Audit & Compliance)
- Total Quality Management (TQM) – 30 Training Hours
- Lead Quality Auditor Skills – 15 Training Hours
- Teaching Skills Development Course for English Instructors
- Persuasive Writing Skills for English Language
- Cybersecurity Risk Awareness Training
- Infographic Art & Design Course

## ADDITIONAL INFORMATION

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- **Language:** Arabic , English