

Reem Alqahtani

Riyadh, Saudi Arabia

◆ 0558327142 ◆

reem.alqahtani759@gmail.com

LinkedIn: <http://linkedin.com/in/reem-alqahtani-83b581322>

Confident and motivated English and Translation major with strong organizational and communication skills. Passionate about leveraging my translation abilities and cultural insights in a dynamic co-op position. Eager to contribute to effective global communication while gaining practical experience in a collaborative environment.

Work history

English teacher

09/2022 – 03/2023

Spectrum English club – Riyadh, Riyadh region

- Taught spelling, pronunciation and sentence structure to form basic foundation of language.
- Prepared students to take official exams, achieving high success rate.
- Evaluated student progress by providing short quizzes, examinations and standardized tests.
- Adapted teaching styles and resources to suit student age and ability.
- Established positive, productive classroom environments for maximized student engagement.

Skills

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|--------------------------------|---|
| • Teamwork | • Communication |
| • Creativity | • Excellent attention to detail and time management |
| • Adaptability | • Issue resolution |
| • Fluent in English and Arabic | • Word, PPT, Excel |
| • Proficient in CAT tools | |

Education

King Saud University – Riyadh, Saudi Arabia

Bachelor's degree: English language and translation, 2020 – current

GPA: 4.42

Extracurricular Activities

Peer Consultant – writing and speaking center

College of language sciences

Member of the Economic club –

College of business and administration

Language

◆ Arabic – Native

◆ English – Fluen