

## Dr. MAYA KHALIL

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*Highly motivated, experienced and creative professor of the Arabic language, aiming to pursue a career in teaching as a foreign language as well as academia, with a keen interest in culture and current affairs. A proven record of leadership with excellent communication skills and proficiency in 3 languages.*

### **EDUCATION**

**2018 – 2021      SAINT JOSEPH UNIVERSITY (USJ), First Class Honours (Tripoli, Lebanon)**

#### **PhD Arabic Literature**

- Thesis: 'The dilemma of the fictional character in the labyrinths of Burhan Shawi, (Adam's Labyrinth, Eve's Labyrinth, Cain's Labyrinth, and Ghosts' Labyrinth Models)

مأزقيّة الشخصيّة الروائيّة في متاهات برهان شاوي (متاهة آدم ومتاهة حواء ومتاهة قابيل ومتاهة الأشباح نماذج)

- Languages and Arabic literature / Literary text analysis - The issue of literary competence – Specific research methodology - General Research Methodology 1 - General Research Methodology 2

**2016 – 2017      JINAN UNIVERSITY, First Class Honours (Tripoli, Lebanon)**

#### **MA Arabic Literature**

- Thesis: "Morphological, grammatical, linguistic, and rhetorical issues in the book "The Jurisprudence of Language and the Secret of Arabic" by Abu Mansour Al-Thaalbi".

المسائل الصرفية والنحوية واللغوية والبلاغية في كتاب "فقه اللغة وسر العربية" لأبي منصور الثعالبي

- Languages and Arabic literature / language issues - translation and localization - grammatical issues - Research Methodology

**2014 – 2015      LEBANESE UNIVERSITY, Upper Second Class Honours (Tripoli, Lebanon)**

#### **BA Arabic Literature**

- Languages and Arabic literature / Arab Civilization 1-2-3 - Grammar - Rhetorical Sciences - Persian language – Linguistics – phonetics - Dictionaries and encyclopedias - work psychology - literature and arts - Manuscript investigation - Research Methodology – prosody – religions - The literature of the Abbasid era - Andalusian literature - general sociology - Literature of the Renaissance and Diaspora - Dialogue of Civilizations - Dramatic literature..

### **WORK EXPERIENCE**

**May 2021 –Present      Arabic Teacher for non-Arab-speakers at Asrar – Arabic Language School, Tripoli, Lebanon**

- Teaching Arabic as a foreign language to students of a wide range of levels, ages and nationalities, **in person** in Tripoli and **Online** via Zoom.
- Responsible for the production of original course material in both Fusha and Levantine Arabic.
- Design and preparation of weekly lectures and tutorials for all levels (from beginner to advanced levels).
- Writing required exam papers.
- Communication with students outside class and provision of weekly office hours during term time.
- Completion of class registers and student records.

**Babbel 2024      Academic Coordinator – Remote**

Led Arabic programs for Babbel platforms - Arabic writing course for non-Arab-speakers

**Sea watch organization 2024      Academic Coordinator – Remote**

Arabic writing course for non-Arab-speakers

**March 2023 – May 2023      Arabic Teacher – University of Tripoli UT, Tripoli, Lebanon**

Led Arabic programs for Babbel platforms - 3 months Arabic course for non-Arab-speakers

**Jan. 2018- May. 2021      Academic Coordinator and Professor - Levantine Institute of Tripoli, Lebanon & Marseille, France**

- Academic coordination and management of more than 500 students.
- Responsible for coordinating academic programs
- Responsible for teaching Fusha and Levantine Arabic from beginner to advanced levels.
- Writing required exam papers.
- Attendance at departmental meetings, exam scrutiny meetings and exam boards as required.
- Communication with students outside class and provision of weekly office hours during term time.
- Completion of class registers and student records.
- design and develop lessons.

**Jan. 2016 – Dec. 2018      Arabic Professor – Sidon Universal College, Lebanon**

- Taught Arabic for different Specialties (Nursing - Business Administration – Dentistry..)
- Attendance at departmental meetings, exam scrutiny meetings and exam boards as required
- Communication with students outside class and provision of weekly office hours during term time
- Writing required exam papers.

**Jan. 2016- Dec. 2018      Arabic Professor - LAS Institute, Lebanon**

- Taught Arabic for different Specialties (Nursing - Business Administration – Dentistry..)
- Attendance at departmental meetings, exam scrutiny meetings and exam boards as required
- Communication with students outside class and provision of weekly office hours during term time
- Writing required exam papers.

**Teaching Interests**

- Arabic linguistics and Literature
- Arabic for non-native speakers

- Modern Standard Arabic
- Levantine Dialect
- Curriculum design and material development

**PROJECTS and publications:**

- Abjad Series – MSA & Lebanese dialect books (Beginner to A2 levels): Abjad 1 – Abjad 2 – Abjad 3
- Online Teaching and Wartime Figures, published in Al-Manafez Magazine
- FliptheCoin – Prague (2020–2022): Cultural exchange project between the East and West

**LANGUAGES**

Native: Arabic

Fluent: (CIEP B2): French; English

**Skills**

- Curriculum development and academic coordination
- Online and in-person Arabic instruction
- Exam design and assessment
- Student advising and support
- Multilingual communication and cultural sensitivity