

JANA MOHAMMAD SAAB

Residing in: Tyre, Lebanon

Phone Number: +961 79195100

E-mail Address: janamsaab15@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/jana-saab-aa481b1b7>

OBJECTIVE

An ambitious, determined, and motivated technical writer seeking a job position, as a “Proposal Writer”. I have a passion for learning and are skilled in communicating the knowledge that I gather with any audience. I am detail-oriented, organized, and methodical, creative and willing to take on new challenges. I search and understand a client’s needs and target audiences. My experience in proposal writing in my master’s studies enables me to ace this position. I worked as a research assistant; transcriber (qualitative research), translator, and editor at an NGO: War Child. Moreover, I worked as an SEO copywriter, content writer, editor, and proofreader at GoBird Company in Lebanon. I have 3 years of experience in editing, proofreading, and writing research papers. I worked as an editor for 22 transcripts at the faculty of Public Health at AUB. Moreover, I post articles in Annahar Newspaper. I was an editor at the editorial advisory board, and I have a new book chapter published in IGI Global. I am pursuing my PhD studies in Applied Linguistics at the Lebanese University.

EDUCATION

From Nov. 2022/Pending	Lebanese University, Doctoral Studies PhD in Applied Linguistics	Beirut, Lebanon
From Oct./2019 to Dec./ 2021	Lebanese University, Dekweneh Branch Masters in English Language (Linguistics)	Beirut, Lebanon
From Oct./2015 to July/2018	Lebanese University Bachelor Degree in English Language	Saida, Lebanon
From 2001 to 2015	High School Diploma English International School	Tyre, Lebanon

PROFESSIONAL EMPLOYMENT AND EXPERIENCE

May 2023

Second Language English Lecturer at USJ

-Teaching Level B students of engineering, business, and biochemistry

Feb 2023\ Present

Freelance Copywriter at Daycarepulse

Nov. 2022/Present

English lecturer and coordinator at the language center at IUL (part time)

- Following up with the instructors and the head of the department
- Performing administrative and academic duties
- Having strong analytical skills that can enhance the quality of work
- Setting up academic programs

Dec2021/ Nov2022

Copywriter and content writer at GoBirdlb

(Blogging, SEO copywriting, editing, proofreading, social media publishing posts, social media specialist, creating social media calendars, submitting projects on time)

June 2022/July 2022

Editor and proofreader for 22 transcripts at the Faculty of Public Health at AUB (Freelancing)

Oct 9, 2021/Dec 30, 2021

Research assistant

- Transcriber, editor, proofreader, and translator at War Child Holland (NGO)

Sep 2021/June 2022

English teacher at Amelieh Southern School, Tyre, Lebanon (Full Time)

- Teaching grades 7,8,&9
- Developing the English language skills (Writing, reading, speaking, and listening)

WORKSHOPS, CONFERENCES, & CERTIFICATIONS

June 2023

Attended a workshop about generative artificial intelligence and empowering youth presented by Abdalla AlGhurair Foundation at AUB.

May 2023

Copywriting mentor with The Nawaya Network Funded by Unicef

March 26, 2023

Finished a course about the “Tips for Writing Business Emails” and received a certificate from LinkedIn

March 20/March 21, 2023

Attended a workshop organized by the Open Science Access Office Berlin, The Doctoral School of Literature, Humanities, and Social Sciences, Lebanese University, Humboldt Institute for Internet and Society Berlin, and Orient-Institute Beirut. It is about the concepts of publishing practices and knowledge production.

March 17, 2023

Attended the three webinars of SAWI webinar series on Women’s Inclusion in the Middle East and North Africa and participated in 3 hours of professional learning.

March 6, 2023

Finished a course on LinkedIn about writing a professional cover letter and received a certificate.

Jan. 28-31/Feb. 1-2, 2023

Attended the 2nd International Hybrid Conference on “Education, Technology and Law” organized the Higher Education of Technology-EST, UMI, Meknes, Faculty of Economic and Social Legal Sciences.

Jan. 28, 2023

Finished a course about reporting in digital marketing on Hub Spot Academy and received a certificate

Jan. 2023

Finished a course in Introduction to Digital Journalism and received a certificate from Reuters

Oct 2022

Finished an online course in SEO and received a certificate from Hub Spot Academy

Aug 2022

Finished an online course in Content Marketing and received a certificate from Hub Spot Academy

Jun 2022/Aug 2022

Finished an online course in Digital Marketing and received a certificate from Hub Spot Academy

December 9-10, 2021

Participated and completed a training course in Distance Learning with Microsoft Teams (five hours) and got a certificate from the global board

Oct 1, 2021

Participated in a workshop at JIL/ By Nawaya Network that is funded by Unicef, passed the three phases and received a certificate

June 25, 2021

- Attended Brain Friendly Grammar Webinar and received a certificate of attendance
- June 7, 2021**
Attended a seminar about Modern Linguistics and received a certificate of attendance
- May 28, 2021**
Participated in the “Interschool Encounters” organized by IELTA Lebanon and facilitates the breakout rooms of the event held on Zoom “Technology is the Best when it Brings People Together” on Zoom and received a certificate of attendance from IELTA Lebanon
- May 22, 2021**
Attended an Event Evaluation: TEFL Webinar Series Day 3 with Mr. Matt Done, the Director of Studies and Easy School of Languages on Zoom and received a certificate from IELTA Philippines
- May 22, 2021**
Attended the Online Conference of the International English Language Teachers Association (IETLA) - Egypt’s Teacher Training Caravan; under the title: Changing the Role of Teachers and Technologies during COVID- 19 on Zoom and received a certificate of attendance from IELTA Egypt
- May 18, 2021**
Attended an online seminar with Andy, Daniel, and Terrie live about teenage learners active and engaged- with advice, and practical ideas.
- April 8, 2021**
Attended an online seminar about “Developing Online Teaching- Learning Processes of English Language” on April 8th, 2021 on Zoom and received a certificate of attendance from AUCE, Beirut, Lebanon.
- April 1, 2021**
Attended a seminar about Linguistic research, and its methodology at the Lebanese University and got a certificate
- March , 25, 26, 27/ 2021**
Attended the 17th World Education Summit- The Digital Path: New Directions in Education
- March 12, 2021**
Attended a workshop about an Online Professional Development; Using Interactive Video to Engage Primary Students in the Online Classroom. It focuses on integrating videos in online sessions. It was run by Terrie Craddock, a teacher trainer, academic manager, and English language teacher and got a certificate from Oxford University
- March, 11, 2021**
Attended a workshop about an Online Professional Development; Session Creating Confident Communicators. It provides communicative material in which the 4 skills are equally developed. It was run by Mr. Paul Woodfall and got a certificate from Oxford University
- March 9, 2021**
Attended a workshop about an Online Professional Development Session; A Student- Centered, Skills First Methodology for the Real World. It focuses on how fusion integrates grammar and vocabulary with the 4 skills. It was run by Mr. Paul Woodfall- OUP’s Regional training coordinator and got a certificate from Oxford University
- June, 2019**
Attended a workshop about how to control stress management in classrooms at the Lebanese University, Saida Branch
- June 25, 2019**
Attended Erasmus plus conference at the Lebanese International University of Beirut under the supervision of Dr. Loubna Bassam

PUBLICATIONS

Publication at IGI Global

Book Chapter 12: Digital Citizenship and Digital Literacy

<https://www.igi-global.com/chapter/digital-citizenship-and-digital-literacy/322618>

Publication at IGI Global and editor at the editorial advisory board:

Book Chapter 7: Artificial Intelligence in Search Engines: Super Intelligence in Artificial Intelligence

<https://www.igi-global.com/book/handbook-research-methods-applications-computer/304861>

PROJECTS ACCOMPLISHED, TRAINING, VOCATIONAL COURSES AND QUALIFICATIONS

1. During the fifth semester and while I was continuing my studies at the Department of English in the Lebanese University, I was a trainee at the English International School for 3 months.
2. I have volunteered in elucidating and scouting divergent topic:
Interpreted one of the prominent female characters, Jordan, in Fitzgerald's novel *The Great Gatsby* in addition to submitting a written explanation that was used as a studying reference, under the supervision of Dr. Sahar Mokbel
3. Finished a level course in Advanced English
4. I conducted a qualitative and quantitative study in my MA Thesis
5. I published the following blogs in Annahar Newspaper and they are found on my LinkedIn page:
 - a. Youth in the MENA Region: Struggling in Fire
 - b. The Impact of the Mega Crisis on Lebanese Businesses: A Drastic Change!
 - c. The Crumbling of the Educational System in Lebanon
 - d. How Does LinkedIn Help High School Students Reach Out to Colleges and Careers?
 - e. Will ChatGPT replace copywriters?

SUMMARYSKILLS

COMPUTER SKILLS: MS Word, PowerPoint, Internet use, Microsoft Teams, Zoom, E school Connect, Moodle

LANGUAGES: Fluent in English and Arabic (writing, reading, listening, comprehension, and speaking)

SOFT SKILLS: Leadership, Communication, Team-Building, Adaptability and Flexibility, Problem-Solving, Creativity, Work Ethic, Organizational, Time Management, Public Speaking, Attention to Details

RESEARCH SKILLS: Editing research papers in English (3 year-experience)

Experience in quantitative and qualitative research methods

SOCIAL MEDIA SKILLS: Analytical skills, efficiency, understanding trends, communication, creativity, time management, flexibility

HOBBIES AND INTERESTS

1. Reading books, hiking, listening music, editing and proofreading, developing the English language skills (reading, writing, listening, and speaking), Learning about new technologies, teaching English language using new methodologies of teaching

REFERENCES

Available upon request