

# Heba Issa

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WORK EXPERIENCE	<b>ETS</b> Exam Rater <ul style="list-style-type: none"><li>- Assigned holistic and targeted scores according to prescribed standards.</li><li>- Participated in in-depth training with content experts.</li></ul>	2017 — 2017
	<b>Questar</b> Associate Reader <ul style="list-style-type: none"><li>- Evaluated open-ended student responses to secondary test questions in the assigned subject.</li><li>- Identified areas that needed improvement based on grammar, usage, mechanics, style, organization, and development.</li></ul>	2017 — 2017
	<b>ETS</b> Texas STAAR Rater <ul style="list-style-type: none"><li>- Evaluated student abilities to write essays based on standardized conventions, organization and development.</li><li>- Scored short form and long form responses based the provided rubric.</li></ul>	2016 — 2016
	<b>ETS</b> CAASPP Rater <ul style="list-style-type: none"><li>- Evaluated student abilities to write short stories and essays based on standardized conventions, organization and development.</li><li>- Worked with team members to standardize and supplement scoring responses.</li></ul>	2016 — 2016
	<b>NOEC</b> Language Arts Instructor <ul style="list-style-type: none"><li>- Designed and implemented PARCC study plans for individual students in consultation with parents and colleagues.</li><li>- Contributed to development and updating of PARCC preparation materials.</li><li>- Evaluated academic needs for individual students to develop specific learning strategy plans.</li></ul>	2014 — 2015
	<b>Exeter University</b> Postgrad Liaison <ul style="list-style-type: none"><li>- Responsible for co-writing an assessment handbook with university staff members aimed at clarifying the standards of quality assessment feedback for both students and faculty.</li></ul>	2013 — 2014
	<b>Institute for Arabic and Islamic Studies</b> Arabic Coordinator <ul style="list-style-type: none"><li>- Assisted in the coordination and implementation of Arabic language student activities.</li></ul>	2013 — 2014
	<b>KinderLingo</b> Arabic Teacher <ul style="list-style-type: none"><li>- Maintained a fun, clean classroom and a safe environment for all my students.</li><li>- Responsible for crafting a curriculum that best-suited student needs.</li></ul>	2012 — 2013

- Oversaw and coordinated specified instructional program.
- Promoted bilingualism as an essential component of an enriched education model.
- Developed comprehensive course content through utilizing proven and innovative instructional strategies.

## Blueprint Summer Camp

2012 — 2013

### Creative Writer and College Prep Instructor

- Developed a pre-college curriculum appropriate for high school students with and without learning difficulties.
- Adapted curriculum for students with learning and behavioural difficulties, as well as students with disabilities.
- Created programs based on collection analysis and reporting of student data.
- Maintained accurate program records, including incident reports, logs, and daily attendance reports.
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules, and sportsmanship.

## Rutgers University

2012 — 2013

### Arabic Lecturer

- Utilized new technologies to assess and improve instruction within a computer lab-oriented classroom.
- Created and graded homework assignments, quizzes and exams.
- Instructed students in Modern Standard Arabic, integrating modern learning technology into teaching programs.
- Worked closely with other school staff to create and reinforce a firm instructional and cultural foundation for all heritage and non-heritage students.

## UCEDA

2012 — 2013

### ESL Instructor

- Provided a student-centred classroom environment to personalize the classroom experience.
- Instructed students of different backgrounds in pronunciation, reading, writing, listening and survival skills.
- Created and developed a curriculum best suited for advanced students preparing to take the TOEFL.
- Contributed constructive feedback to program structure and management procedures.

## Hanover Parks

2012 — 2012

### Camp Counselor

- Responsible for duties that included overseeing kids during meals, off-site trips, camp activities, planning for cabin activities.
- Assisted in developing activity schedule.

## Collis Center

2010 — 2011

### Cooking Instructor

- Instructed skills in food preparation, nutrition and sanitation principles.
- Provided hands-on in-person training in a kitchen lab environment.
- Taught Middle Eastern culinary history.
- Culminated semester with a hands-on, full-scale restaurant setting with students preparing and serving multiple-course meals to guests.

## Collis Center

2010 — 2011

### Conversational Arabic Instructor

- Provided high-quality language instruction with cultural authenticity.
- Effectively communicated the specified instructional program and developed a

curriculum suitable for beginner students.

- Implemented diverse approaches to ensure both language and academic success.
- Designed and developed course material.

EC Boston

2009 — 2010

ESL Teacher

- Prepared weekly lesson plans in accordance with school guidelines.
- Prepared innovative classroom games to reinforce concepts covered in textbooks.
- Included digital media, music, movies, discussions, debates and class trips, along with traditional classroom materials.

Showa

2009 — 2010

ESL Tutor

- Provided paraprofessional advising to undergraduate students.
- Assisted students with their homework assignments.
- Guest lectured classes in international literature.
- Utilized organizational and public speaking skills to create and present hall programs to educate residents about critical issues.
- Developed mediation and conflict resolution skills.

University of Jordan

2007 — 2008

ESL Tutor

- Prepared students of the Women's Studies Department for the TOEFL examination.
- Determined the needs of each individual student and catered lesson plans to observed weaknesses.
- Taught public speaking, workshop presentation skills, and studying methods.

Penn State

2006 — 2007

Cultural Communications Guest Lecturer

- Prepared original presentations and papers to present and discuss with students in the field of communications.
- Lectured journalism classes about the depiction of Muslims in the media and pinpointed the possible negative effects on American society.
- Discussed with students possible solutions and prevention to negative stereotyping.
- Prepared materials and lessons to facilitate curriculum.
- Provided relevant assignments for students that demonstrate learning outcomes in a real-life setting.
- Designed class instruction through the development of instructional plans and activities to meet course competencies and lesson objectives.

Penn State

2006 — 2007

Orientation Officer

- Guided students through the registration process and mandatory government check-in.
- Tracked student attendance at events and served as a traffic guide and greeter for new international students.

OBHS

2003 — 2004

Peer Tutor

- Worked closely with members of executive board and class advisors in order to create, plan, and execute class activities.
- Provided individual guidance and mentoring to a small group of new students through email, phone, and face-to-face meetings and activities.

EDUCATION

MA in Middle East and Islamic

2013 — 2015

## Studies

University of Exeter

MA in Liberal Studies with focus in  
Creative Writing, Cultural Studies  
and Globalization Studies

2010 — 2012

Dartmouth College

BA in Journalism with Minor in  
Middle East Studies

2004 — 2008

Pennsylvania State University

Online Certificate in Fashion  
Industry Practices

2017 — Present

Parsons x Teen Vogue

Semester Abroad in Human Rights  
and Migration

2011 — 2011

The Graduate Institute

Semester Abroad in Contemporary  
Middle East History and Human  
Rights

2011 — 2011

University of Oxford

Online Certificate in TESOL

2009 — 2010

University of Iowa

Semester Abroad in Arabic and  
Gender Studies

2008 — 2008

University of Jordan

## REFERENCES

References available upon request.