



FACULTY FULL NAME: Safiah abuhelayel

POSITION: Lecturer

Personal Data

Nationality | Saudi

Date of Birth | 08/03/1976

Department | English

Official UoD Email | sabuhelayel@iau.edu.sa

Office Phone No. | 35908

Language Proficiency

Language	Read	Write	Speak
Arabic	Proficient	Proficient	Proficient
English	Proficient	Proficient	Proficient
Others	Proficient	Proficient	Proficient

Academic Qualifications (Beginning with the most recent)

Date	Academic Degree	Place of Issue	Address
2021	Mini MBA in Humann Resource Management	Missouri State University	USA
2009	MA in Linguistics	Princess Nora Bint Abdulrahman University	Riyadh
1997	Bachelor of Arts and Education-English Language	King Khaled University	Abha

PhD, Master or Fellowship Research Title: (Academic Honors or Distinctions)

PhD	
Master	
Fellowship	

Professional Record: (Beginning with the most recent)

Job Rank	Place and Address of Work	Date
Lecturer	Imam Abdulrahman Bin Faisal University Dammam	2010



Demonstrator	Imam Abdulrahman Bin Faisal University	Dammam	2002
Demonstrator	King Khaled University	Abha	1999
English Language Teacher	Ministry of Education	Abha	1998

Administrative Positions Held: (Beginning with the most recent)

Administrative Position	Office	Date
Translator	Centre of Academic Publication	2022-present
Member at the Development and Quality Committee	Department of English-College of Arts	2023-present
Translator	Quality Office-Department of English	2022
Coordinator of Students' Development Center	College of Arts	2021-present
Coordinator of Ministry of Culture	College of Arts	2021-present
Member of the Students Council	College of Arts	2021-2022
Coordinator of Students' Activity Unit	College of Arts	2021

Scientific Achievements

Published Refereed Scientific Research

(In Chronological Order Beginning with the Most Recent)

#	Name of Investigator(s)	Research Title	Publisher and Date of Publication

Refereed Scientific Research Papers Accepted for Publication

#	Name of Investigator(s)	Research Title	Journal	Acceptance Date

Scientific Research Papers Presented to Refereed Specialized Scientific Conferences

#	Name of Investigator(s)	Research Title	Conference and Publication Date

Completed Research Projects



#	Name of Investigator(s) (Supported by)	Research Title	Report Date

Current Researches

#	Research Title	Name of Investigator(s)

Contribution to Scientific Conferences and Symposia

#	Conference Title	Place and Date of the Conference	Extent of Contribution

Membership of Scientific and Professional Societies and Organizations

- Translator at Center of Scientific Publication.

Teaching Activities

Undergraduate

#	Course/Rotation Title	No./Code	Extent of Contribution (no. of lectures/Tutorials. Or labs, Clinics)
	Listening Skills	ENGL 201	3 per week

Brief Description of Undergraduate Courses Taught: (Course Title – Code: Description)

Listening Skills- ENGL 201.
Teaching students some strategies that help them improve their listening and speaking skills and build up their vocabulary.

Postgraduate

#	Course/Rotation Title	No./Code	Extent of Contribution (no. of lectures/Tutorials. Or labs, Clinics)
1			
2			

Brief Description of Postgraduate Courses Taught: (Course Title – Code: Description)



1	
2	

Course Coordination

#	Course Title and Code	Coordinati on	Co-coordination	Undergr ad.	Postgrad .	From	To

Guest/Invited Lectures for Undergraduate Students

#	Activity/Course Title and Code	Subject	College and University or Program	Date

Student Academic Supervision and Mentoring

#	Level	Number of Students	From	To
	5	11	2021	present

Supervision of Master and/or PhD Thesis

#	Degree Type	Title	Institution	Date

Ongoing Research Supervision

#	Degree Type	Title	Institution	Date

Administrative Responsibilities, Committee and Community Service (Beginning with the most recent)

Administrative Responsibilities

#	From	To	Position	Organization
1	2023	present	Member at the Development and Quality Committee	Department of English
2	2022	present	Translator	Centre of Academic Publication-IAU
3	2022	2022	Translator	Quality Office-Department of English
4	2021	present	Coordinator of Students' Development Center	College of Arts-IAU



5	2021	present	Coordinator of Ministry of Culture	College of Arts-IAU
6	2021	2022	Member of the Students Council	College of Arts-IAU
7	2021	2022	Coordinator of Students' Activity Unit	College of Arts-IAU

Committee Membership

#	From	To	Position	Organization
1	1	2023	present	Member at the Development and Quality Committee

Scientific Consultations

#	From	To	Institute	Full-time or Part-time

Volunteer Work

#	From	To	Type of Volunteer	Organization
1	25-08-2023	25-08-2023	Organizer at Kids Gymnastic Championship	Saudi Gymnastic Federation-Ministry of Sport
2	21-05-2023	06-06-2023	Preparation for IELTS	Civil Development Association for Arrawdah neighborhood and its environs
3	26-04-2023	09-05-2023	Organizer at Carnival Beach	Eastern Province Welfare Organization
4	23-03-2023	23-03-2023	Preparation for IELTS-Speaking Skills	Jood Charity for Women in Dammam
5	27-03-2022	31-03-2022	Organizer at GCC Unified Week for the Promotion of Oral and Dental	Dental Hospital-IAU
5	06-03-2022	27-03-2022	Specialized Volunteering (Translation)	Charitable Association for Voluntary Work in Dammam

Personal Key Competencies and Skills: (Computer, Information technology, technical, etc.)

1	Communication Skills
2	Working Under Pressure
3	Microsoft Word
4	Microsoft Excell
5	Microsoft PowerPoint
6	Leadership
7	Analytical



8	Adaptability
9	Project Management

Last Update

24/12/2023