CURRICULUM VITAE

It is an honor for me to introduce this CV with my personal information and academic credentials to apply for work in your group as an employee contributing to its progress and development.

Sultana Albalawi

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• Excellent interpersonal and communication skills coupled with solid technical skills gained both Through on the job experience and academic projects.
• Strong critical thinker with the ability to use creativity to solve problems.
• Enjoys working as part of team and excels in a challenging work environment.
• Consistently recognized by professors, peers, supervisors for dedication, and enthusiasm.

EDUCATION:

Sep. 2015 – May. 2017   **: Middle Tennessee State University, United States of America**
M.A. degree in Mathematics **GPA.3.78**

Oct. 2001 – Feb. 2006   **: Taibah University, Medina, Saudi Arabia**
B.A. degree in Mathematics

Academic Teaching Experiences:

Sep. 2018 - Present   **: Mathematics Lecturer**
Fahad Bin Sultan University
Tabuk - KSA

- **A lecturer at the** *Dept. of Mathematics and Statistics*. I teach general courses of mathematics, such as,

1- MATH 101 (Calculus I): This course aims to equip students with the essential mathematical skills they need such as, Limits and continuity of functions of a single variable. Differentiability. Techniques of differentiation. Implicit differentiation. Local extrema, first and second derivative

tests for local extrema. Concavity and inflection points. Curve sketching. Applied extrema problems. The Mean Value Theorem and applications.

2- <u>MATH 102 (Calculus II):</u> This course aims to equip students with the essential mathematical skills they need such as, Definite and indefinite integrals of functions of a single variable. Fundamental Theorem of Calculus. Techniques of integration. Hyperbolic functions. Applications of the definite integral to area, volume, arc length and surface of revolution. Improper integrals. Sequences and series: convergence tests, integral, comparison, ratio and root tests. Alternating series. Absolute and conditional convergence. Power series. Taylor and Maclaurin series.

3- <u>MATH201 (Calculus III)</u>: Multivariable calculus: partial derivatives, directional derivatives, chain rule, tangent plane, maxima and minima, Lagrange multipliers, cylindrical and spherical coordinates, multiple integrals, substitutions, line and surface integrals, theorems of Green, Gauss and Stokes.

4- <u>MATH 225 (Introduction to Linear Algebra):</u> Matrices and systems of linear equations. Vector spaces and subspaces. Linear independence. Basis and dimension. Inner product spaces. The Gram-Schmidt process. Linear transformations. Determinants. Diagonalization. Real quadratic forms. Applications as mini Projects.

5- <u>STAT 100 (Introduction to Probability and Statistics   ):</u> This course provides an elementary introduction to probability and statistics with applications. Topics include: descriptive statistics, an introduction to correlation and linear regression, elementary probability, probability axioms, counting, conditional probability, the law of total probability, Bayes' theorem, independence, and an introduction to discrete and continuous random variables.

6- <u>STAT 230 (Probability and Statistics   ):</u> This course is intended for engineering and computing students. A course on random variables, laws of probability, probability distributions, expectation and variance, moment generating functions, joint distributions, independence, probability models, Chi-square, Student's t and f distributions, estimation, confidence intervals, the central limit theorem, significance tests, regression.

7- <u>MATH 211   (Discrete Mathematics):</u> This course covers logical reasoning, sets, relations and functions, modular arithmetic, mathematical induction, recurrence relations, counting methods, inclusion- exclusion, binomial theorem, elementary probability, introduction to graphs and trees, recursive algorithms, and some Boolean algebra.

- A Math Lecturer *at the Foundation Year Program Unit for NEOM students at FBSU.* Our mission is to prepare students for university-level education. To this end, I teach them math principles courses such as MATH 100 & MATH 200 &STAT 100. These courses are designed to help them review, learn, and retain the fundamentals of basic arithmetic and basic algebra. In addition, mathematics principles will be applied to the daily life situations of provident living and personal finance.

Duties and Responsibilities:

- Planning and presenting lessons to facilitate students' understanding and application of mathematical concepts.
- Preparing and distributing learning material such as notes, assignments, and quizzes.
- Sourcing the resources and supplies needed for lessons.
- Ensuring that the classroom remains safe and conducive to learning.
- Grading assignments and quizzes in a timely manner.
- Invigilating quizzes and final examinations.
- Documenting and reporting on students' progress.
- Attending meetings with parents and staff.

Training Workshops

* Assessment of Learning Outcomes: NCAA, Fahad Bin Sultan University, Tabuk 2015.

* Flipping Your Classroom Technique: American University of Beirut, Organized by the Continuing Education Center (FBSU) . 2015

* **Course and Program Reports and Specifications**: National Commission for Academic Assessment and Accreditation. (FBSU) 2018

* **Aligning Assessment Practices with ILOs**: National Commission for Academic Assessment and Accreditation. (FBSU) 2018

References

Available upon request.