



ROYA ADMAN

English Language Educator | Academic Supervisor

Profile

Dedicated English Language Educator, Academic Supervisor, and Educational Program Coordinator with 7+ years of experience across teaching, teacher training, academic leadership, and institutional development. Skilled in curriculum design, teacher evaluation, and innovative use of data analysis to improve educational outcomes. Strong record of designing institutional materials (certificates, posters, IDs), coordinating teacher training courses, and delivering professional translations for immigration/visa processes. Recognized for combining academic leadership with creativity and technical expertise to raise quality standards in language education.



Work Experience

2023

-

2025

Vice Chancellor

Saeb English Centre – Kurdistan, Marivan

- Directed strategic planning for academic growth, resulting in a 15% increase in student enrollment and improved teacher retention.
- Oversaw a teaching staff of 20+ instructors, ensuring consistency in academic delivery and student satisfaction.
- Represented the center at high-level meetings with parents, community stakeholders, and educational boards.
- Initiated performance-based systems for teacher evaluation and career progression.

2022

-

2024

Educational Supervisor

Saeb English Centre – Kurdistan, Marivan

- Coordinated and supervised 3 Teacher Training Courses (TTCs), guiding over 60 trainee teachers through instructional methodology.
- Produced data-driven reports for management.
- Parent meeting analyses with detailed student progress tracking.
- Teacher knowledge evaluation reports leading to targeted professional development.
- Salary growth analysis for teachers, aligning compensation with performance indicators.
- Designed and implemented customized VIP English courses, improving targeted learner outcomes (e.g., speaking fluency, exam readiness).
- Created certificates, ID cards, and promotional posters, strengthening institutional branding and student engagement.

 +98 918 216 2448

 royaadman@gmail.com

 Marivan, Kurdistan, Iran

Expertise

- English Language Teaching & TESOL
- Teacher Training & Development
- Academic Supervision & Coordination
- Educational Data Analysis & Reporting
- Curriculum & Course Design
- Educational Materials & Branding (Certificates, Posters, IDs)
- Professional Translation (Visa/Immigration)

Language

- Kurdish (Native)
- Persian (C2 – Proficient)
- English (C1 – Advanced)
- Turkish (A1)
- German (A1)



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Work Experience

2018

-

2025

English Teacher

Saeb English Centre – Kurdistan, Marivan

- Taught General English, Academic English, and Exam Preparation to children, teenagers, and adults.
- Specialized in speaking-focused training, improving student fluency and confidence through communicative methods.
- Designed and delivered personalized lesson plans for diverse student profiles, including business English learners.
- Successfully prepared students for international English exams, with a high pass rate and positive feedback.
- Lead Tutor – TTC (Sept 2025, Marivan): Delivered training to 28 participants on "How to Teach Speaking", equipping future teachers with practical classroom techniques.

2019

-

2025

Freelance Translator & Educational Designer

Saeb English Centre – Kurdistan, Marivan

- Provided professional translation of personal conversations, documents, and text messages for couples applying for visa/immigration purposes (Persian ↔ English/Kurdish).
- Designed certificates for diploma graduates, course participants, and institutional events, ensuring professional and verifiable formatting.
- Produced posters and promotional material for multiple academic and professional training programs.
- Developed staff ID cards for teachers and administrative personnel, enhancing organizational professionalism.



Education & Training

- **MBA** – University of Tehran (2024 – 2025)
- **TESOL Certificate** (Grade B) – Shahid Beheshti University (2024) and World TESOL Academy (2025)
- **Supervisor Certificate** – Shahid Beheshti University (2022)
- **B.A. in TEFL** (Teaching English as a Foreign Language) – University of Kurdistan (2019 – 2023)



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Key Skills

- Leadership & Coordination – Led academic teams of 16–20+ instructors, coordinated large-scale training courses.
- Curriculum & Program Design – Developed structured English programs, TTC modules, and VIP courses.
- Data Analysis & Reporting – Produced analytical reports on student progress, teacher evaluation, and institutional performance.
- Teaching & Training – Skilled in exam preparation, communicative methods, and teacher mentoring.
- Educational Design – Certificates, posters, and IDs designed with Canva and other tools.
- Technology – Microsoft Office Suite, Google Workspace, Canva.

Notable Achievements

- Supervised and coordinated 3 Teacher Training Courses (TTCs) – impacting over 60 future English teachers.
- Delivered a TTC lecture (Sept 2025, Marivan) on Teaching Speaking – attended by 28 participants.
- Introduced institutional branding tools – designed 50+ certificates, posters, and IDs.
- Developed teacher salary growth analysis – used by management to align performance with compensation.
- Provided professional immigration translations – successfully supporting couples in visa/immigration applications.



Shahid Beheshti University
Professional Training Center

This is to certify that

Adman Roya

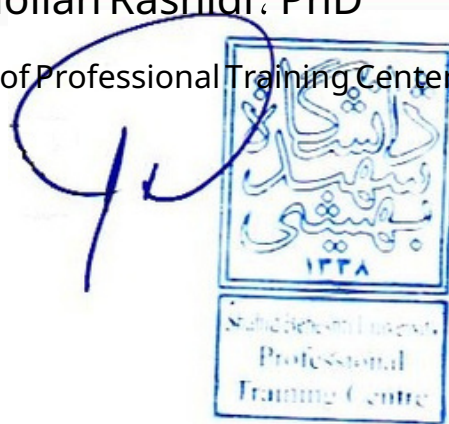
has successfully completed
a ۱۵۰-hour blended training course

in TESOL (Grade B)

in Shahid Beheshti University

Abdollah Rashidi, PhD

Director of Professional Training Center



FM-52/03

<https://ptc-lcms.sbu.ac.ir/verification/index?code=PTC-08474-55084>



R.no: 100CN1815485458

900CN20001WW1441

500CN1815485458

300CN1815485458

MS Certification
NO. of certification: 546

Certification audit Number: 5458

Certificate No : PTC-08474-55084



Shahid Beheshti University
Professional Training Center

This is to certify that

Adman Roya

attended

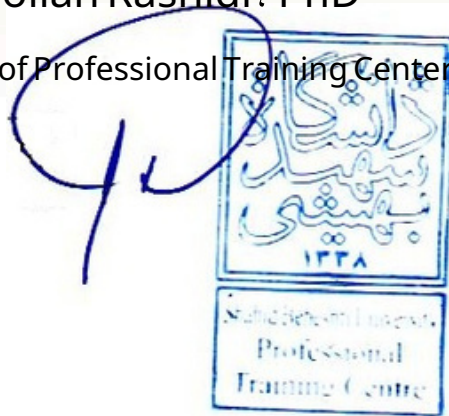
Supervisory Training Workshop

for ۱۶ hours in December ۲۰۲۳

in Shahid Beheshti University

Abdollah Rashidi, PhD

Director of Professional Training Center



FM-52/03

<https://ptc-lcms.sbu.ac.ir/verification/index?code=PTC-08741-50409>



R.no: 100CN1815485458



900CN20001WW1441



500CN1815485458



300CN1815485458



MS Certification
NO. of certification: 546



Certification audit Number: 5458

Certificate No : PTC-08741-50409



saebenglish

THE FOURTH TEACHER TRAINING COURSE



TEACHER TRAINING COURSE

استاد ر. ادمان
مدرس تایید شده کمبریج انگلستان
دارای مدرک بین المللی TESOL
دانشجوی کارشناسی ارشد مدیریت

HYBRID TEACHING

PROFESSIONAL TTC

More information at
www.saebenglish.ir

Contact us at
08734536709

Sunday,

2 , 3 & 10 sept 2025

teacher's house



M.ANSARI
READING



P.ROSTAMI
WRITING



M.PARSA
CREATIVITY IN TEACHING



S.ADMAN



M. MOHAMMADI



R.ADMAN



World TESOL Academy
Accredited Teaching Certifications



120-Hour TESOL/TEFL Certificate

Accredited course graduate

Roya Adman

This certificate has been issued upon completion of an accredited training course.

The bearer has successfully completed a course focusing on a complete range of topics surrounding the teaching of the English language to non-native students, both in an overseas and online classroom environment.

Accredited by ACCREDITAT & The CPD Certification Service
UK Registered Learning Provider (UKRLP: 10087431)

Verify this certificate: www.worldtesolacademy.com/verify

Course director: *R. Caplan*
Assessments tutor: *Sue H. Limato*



Date of issue: **22/12/2025**
Certificate number: **WTA222123284**

Certificate of completion.

IELTS Teacher Training

This certificate recognises the successful completion of

IELTS Speaking - Teacher Training Program
Understanding the IELTS Assessment Criteria

Roya
Adman



Vincent Blokker
Operations Manager
IDP Education Ltd.

Issued on
08/12/2025

Certificate number
3998-7c34-2ce4-1fd5

The IDP IELTS Teacher Training Program is endorsed by English Australia's Continuing Professional Development (CPD) Framework for 40 CPD points. English Australia's CPD is a professional development tool for ELICOS teachers. The IDP IELTS Teacher Training Program has been awarded a NEAS Quality Endorsement.

Certificate of attendance

This is to certify that

Roya Adman

Has attended the following webinar,

Using Generative AI to develop writing skills for secondary learners

with, **Evelina Galaczi and Ana Clara Petersen**
Tuesday 2 December 2025 11:00-12:00, [GMT]



Belinda Fenn

Propositions Director - English
Cambridge University Press & Assessment

Cambridge

English Teaching

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Certificate of Completion

This is to certify that

Roya Adman

has successfully completed the online teacher development course

Integrating Learning and Assessment

with a duration of **3 hours**



Daniel Hutchinson
Global Propositions Director
Cambridge University Press & Assessment

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Open learning training courses

Awarded to
Roya Adman

**for successfully
completing 12 hours of**

**TeachingEnglish: Helping teachers to learn
on**

25/11/2025

Signed

M. Connolly

Michael Connolly
Director English and School Education



Open learning training courses

Awarded to
Roya Adman

**for successfully
completing 12 hours of**

TeachingEnglish: How to teach vocabulary

on

24/11/2025

Signed



Michael Connolly
Director English and School Education

شماره: ۲۴۳ گ، ۲۵
تاریخ: ۱۴۰۵/۰۲/۰۶



Iranian Educational Administration Association



بسمه تعالی

کوهی می شود سرکار خانم

رویا ادمی

فرزند و همی، به شماره کد ملی: ۲۸۱۰۵۱۳۷۶۴، دانشجوی دانشگاه تهران- فنی استراتژی MBA، جهت
عضویت سالانه انجمن علمی مدیریت آموزشی ایران اقدام نموده و به مدت یک سال عضویت ایشان نیز دارای
اعتبار است. توفیق روزافزون شما را از درگاه خداوند منان خواستارم



پروفسور محمد رضا جباری
بنیادگذار و رئیس انجمن علمی مدیریت آموزشی ایران

ریاست منطقه کثرت‌های خلیج فارس و دیای ماندن در سازمان جهانی علوم و تکنولوژی و رئیس انجمن مدیریت آموزشی ایران



۰۲۱۱۷۲۲

بسمه تعالی

شماره مجوز: ۸۱-۳۹۸۸۱

تاریخ: ۱۴۰۳/۱۱/۲۱

Date: 2025/02/09

گواهی پایان دوره آموزشی کاربردی و حرفه ای

گواهی می شود

خانم رویا ادمن دارای کد ملی ۳۸۱۰۵۱۴۷۶۴ دوره MBA یکساله گرایش استراتژی در کسب و کارهای نوآورانه را به صورت نیمه حضوری به مدت ۳۰۰ ساعت، در دانشکده فنی دانشگاه تهران با موفقیت به پایان رسانده است.

This is to certify that:

Ms. Roya Adman holder of National ID 3810514764, has successfully fulfilled the hybrid program entitled **MBA Strategy Orientation in Innovative Businesses** in 300 hours in the College of Engineering at University of Tehran.

دکتر نادر سیدامیری

رئیس مرکز سیاست گذاری و نظارت آموزش های کاربردی و حرفه ای دانشگاه تهران

Dr. Nader SeyyedAmiri

Chair of Center for Policy Making and Supervision of Applied and Professional Education University of Tehran

دکتر مهدی قاسمیه

رئیس دانشکده فنی دانشگاه تهران

Dr. Mehdi Ghassemieh

Dean of College of Engineering, University of Tehran

