

HELEN HABIB

30159 Mullane Drive
Farmington Hills, MI 48334
(248) 763-5574

- OBJECTIVE:** To maintain affiliation with the bi-lingual, multi-cultural community within an administrative capacity.
- EDUCATION:** **Oakland County Board of Education**, Pontiac, MI Certificate Bi-lingual Education. Certificate in Teaching English as a Second Language. 1976-1978
Ecole Exemple Moderne, Tripoli, Lebanon. Certificate of Baccalaureate. 1951-1953
La Sagesse, Tripoli, Lebanon 1953-1955. Completion of degree
- EXPERIENCE:**
- 1980 – 2006 **Program Coordinator, Study Abroad**, Oakland Community College, Farmington Hills, MI
Responsible for college tours, student orientations, administration of all institutional TOEFL testing. Facilitated all student requests for foreign study abroad. College liaison for all international affairs, Immigration and Naturalization, visiting dignitaries and host students. Co-Advisor to the Phi Theta Kappa Honor Society.
- 1986 – 1998 **English Language Institute Specialist / Foreign Student Advisor** - Oakland Community College
- 1976-1980 **Private Tutor**. French, Spanish, and Arabic.
- 1980-1981 **Professional Translator**, International Translating Language Company, Southfield, MI.
Interpreter/Translator for assisting with courtroom litigation involving foreign affairs.
- 1976-1980 **Academic Specialist**, Farmington Board of Education, Farmington Public Schools - Farmington, MI.
Responsible for the direct academic performance of all students enrolled in the English as a Second Language (ESL) Programs. Translator and Interpreter for School Board affairs. Coordinated and presented all B-lingual Seminars.
- SPECIAL SKILLS** Fluent in written and spoken French, Spanish, Arabic, Italian, and English. Familiar applications with Windows 2000, Internet functions, TOEFL examinations, Immigration and Naturalization policies and legal statutes.
- CERTIFICATES/ MEMBERSHIPS**
- Arab American and Chaldean Council, Secretary to the Board of Directors
Arab American Friendship Center, Advisor
Community Council Resources, Committee Chair
Community Partnership Advisory Council
Arab American Advisory Council, Office of the Governor, Michigan
Co-Advisor – Phi Theta Kappa Honor Society
American Lebanese League
Notre Dame du Liban University – Overseas Chapter Organization
L'Alliance Francaise
NAFSA, MAFSA, MACRA , Educational Organizations
- AWARDS**
- 2006 – Professor Emeritus Status/ Oakland Community College – Farmington Hills, MI
2006 – Horizon Award / Alpha Omicron Xi Chapter
2006 – Hallmark International Advisor Award / Phi Theta Kappa Organization
2004 – 2005 Most Distinguished Advisor Award / International Honor Society
2003-2006 Five-Star Excellence status / Phi Theta Kappa Organization
2003 - Governorship Inauguration Invitation for Governor Jennifer Granholm
2003 - Employee of the Year, Oakland Community College, Orchard Ridge, Farmington Hills, MI
2002 - LACOM Trailblazer Award, Southfield, MI
2001 - Rainbow Multicultural Award, Farmington Hills, MI
2001 – Presidential Inauguration Invitation for George W. Bush
2000 - ACC Board of Directors, Exemplary Performance Award, Dearborn, MI
1999 – 2003 Three year appointment by State of MI Governor John Engler to serve on the Arab American Advisory Council
1999 - Phi Theta Kappa, International Honor Student Association
1995 - International Club of Michigan; Service Award
1993 - OCC Orchard Ridge Campus Student Organization of the Year Award, Int. Student Club