



Yara Mohamed Hamdy

Experience

September 2019- Till present

Admin executive

(Happy Home English school- UAE, Sharjah)

DUTIES AND RESPONSIBILITIES:

- Trainer of seesaw and paradigm platforms.
- Conduct parent meetings.
- Design students' certificates.
- Assess new admissions for the school.
- Attend and represent the school in SPEA meetings.
- Attend SPEA workshops.
- Submit term marks and attendance on Paradigm.
- Help the administration in some office work, reports and records related to SPEA.
- Translate SPEA documents form Arabic to English and vice versa.
- Prepare SEN documents and excel sheet and translate from English to Arabic then send to the SPEA.
- Call the parents who have fees issues.

September 2019- Till present

English Class Teacher

(Happy Home English school- UAE, Sharjah)

DUTIES AND RESPONSIBILITIES:

- Instruct and monitor students in the use of learning materials and equipment.
- In charge of English and MSC of Year3 and Year 4.
- prepare lessons, Term plans, Scheme of work, baseline tests and assessment.
- Prepare projects, activities, reports, PowerPoint and notes.
- Trainer of seesaw and paradigm platforms.
- Conduct parent meetings.
- Design students' certificates.
- Assess new admissions for the school.
- Attend and represent the school in SPEA meetings.
- Attend SPEA workshops.
- Submit term marks and attendance on Paradigm.
- Help the administration in some office work, reports and records related to SPEA.
- Translate SPEA documents form Arabic to English and vice versa.
- Train new teachers in how to conduct an interactive class and class management.



UAE



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Education:

- Bachelor's degree in English language.
- Faculty of Alsun, English department.
- Ain Shams University.
- Graduation year 2009.

Languages:

Arabic – Native.

English – Fluent.

My professional skills:

- Soft skills.
- Negotiation skills.
- Presentation skills.
- Microsoft office.
- Leadership.
- Time Management.
- Effective Communication.

Certificates:

- IELTS Academic Module. (Overall band score 2009.)
- Android APP developer. (Udacity Score 100%)
- Pedagogy. (Fundamentals of English Grammar)
- Lesson Planning for learning. (Hamdan Bin Mohammed Smart University) score 100%.
- SPEA approval.

References

- Available upon request.

2018 Till 2019

KG Homeroom Teacher

- (New world American school -Sharjah, UAE)

DUTIES AND RESPONSIBILITIES:

- Worked as a homeroom Teacher.
- Instruct and monitor students in the use of Learning materials and equipment.
- Assess students in English, Math and Science.
- Prepare activities and assess students.

2016 Till 2017

Event's planner and marketing agent (Event Zone)

DUTIES AND RESPONSIBILITIES:

- Plan the event.
- Collect the customers' data.
- Marketing of the Event through social media.
- Collecting the event's fees.

2011 Till 2013

Sales officer

- (Citi bank credit cards and loans department)

DUTIES AND RESPONSIBILITIES:

- Collect the customers data from an excel sheet.
- Perform Outbound and inbound calls.
- Achieve the sales goal.
- Convince the customers to reschedule their dues and buy credit cards and loans.

- **2010 till 2011**

Call center agent

Series XM USA

DUTIES AND RESPONSIBILITIES:

- Help the customers with their technical issues.
- Convince the customers to buy the company's products.
- Maintain customer satisfaction.
- Achieve the company goals.