**Gulfjobseeker.com CV No:** **709932**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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**PROFILE**

I am an innovative, passionate educator with a need to thrive to succeed and grow to the fullest of my potential. Since I started my teaching career, I have embraced the educational technology applications and use them in my teaching daily. Furthermore I prepare engaging lessons for my students, to foster an interactive learning environment in my classroom. My motivation is a “job well done” carried out with a sense of responsibility and immense enthusiasm. To carry on succeeding I will always welcome further training to enhance my skills and knowledge as I believe even as a teacher, I can never stop learning.

###### **EDUCATION**

September 2014 – Present

***Masters of Education with Teaching English to Speakers of Other Languages*** *The British University, Dubai*

September 2007 – June 2010

***BA Tertiary Education and Teaching Qualification in Further Education (TQFE)*** *University of Stirling, UK*

***Subject: Hospitality and Tourism awarded with merit***

Completed a minimum requirement of 120 teaching hours on placement for the TQFE

May 2011 – June 2011

***CELTA Certificate in English Language Teaching to Adults*** *University of Cambridge, UK*

August 2007 – June 2009

***Higher National Diploma in Travel and Tourism*** Cardonald College, UK

August 1994 – June 1995

***National Certificate in Business Studies*** Glasgow College, UK

August 1995 – June 1996

***Higher National Certificate in European Trade & Business*** Glasgow College, UK

**RELEVANT SKILLS**

Excellent Communicator

Effective Time Management

Effective People and Classroom Management

Efficient Team Leader/Teamwork

Can Lead and Motivate Students

**TEACHING EXPERIENCE**

**IELTS Trainer IELTS Score Centre, Sharjah Jan 2015 – Present**

* Deliver IELTS training on behalf of the IELTS Test Centre on various projects

**English Teacher Abu Dhabi Vocational Education Training Institute October 2013 - Present**

Teaching English as a foreign language to secondary school students who range from Grade 9 to 12

* Using various iPad and Mac technological educational applications to aide in teaching including Showbie, Edmodo and Classware Interactive
* To manage the learning of the students, maintaining records, collaborating with other teachers and promoting staff development in a pro-active manner.
* Producing Portfolio Assessments that students need to undertake in class
* Creating supplementary, engaging teaching materials to enhance the topic and assessment guide we must follow and adhere to
* Responsible for achieving the set learning outcomes in students, and therefore supervise all student activities and processes to ensure outcomes.
* Observe and evaluate student performance
* Writing Exam Marker for mid-term and final exams
* Speaking Exam Assessor and Interlocutor for mid-term and final exams
* Responsible for planning, managing and improving the learning of students, working with other team members.
* In collaboration with Lead Teachers to implement and continually improve curriculum, teaching, learning and assessment strategies.
* Responsible for planning and participating in professional development opportunities to further their own knowledge, skills and abilities.
* To manage all facilities and activities related to achieve student learning.
* To play a leadership role in role-modeling behavior, attitudes, and learning behaviors for students.
* To develop and maintain teaching materials and assist with program quality assurance processes.
* Teachers liaise with Student Counselors, as required. Communicate progress and performance to students and school management/administration.

Teaching English as a foreign language to Teaching Assistants preparing to undertake their PhD’s in the

UK or other English speaking countries

Teaching English as foreign language to students on a Preparatory Year Programme

* Creating supplementary writing material to accompany lessons
* Using technology including E-Podium and Smart board
* Speaking Exam Assessor and Interlocutor for mid-term and final exams
* Writing Exam Marker for mid-term and final exams
* Creating new lessons and supplementary materials for extra classes
* Observe and evaluate student performance

Member of Dean’s Task Force on Teacher’s Issues on the Preparatory Year Programme

Participated in Preparatory Year Programme Assessment from a Female Faculty Member Perspective (KSU Workshop)

**EFL Teacher International Summer School of Scotland June 2011 – June 2011 - August 2011**

 **St Andrews - UK**

* Taught 12-18 year old international students (Levels: Beginners and Pre-Intermediate)
* Designed my own syllabus to enable students to progress from beginner’s level to Pre-Intermediate level within the three weeks of lessons

**Travel Lecturer Anniesland College – Glasgow, UK August 2010 – May 2011**

* Taught various travel units to international students working towards a Higher National Diploma in Hospitality and Tourism Management

**Travel Lecturer Scottish Agricultural College– Ayr, UK October 2010 – December 2010**

* Taught an Influences on the Travel and Tourism Industry unit to students studying for their BA in Activity Tourism

**Travel Lecturer Cardonald College – Glasgow, UK November 2009 – May 2011**

* Taught level one Travel and Tourism Course to high school students coming from an extremely impoverished background as part of the Outreach Programme agreement between the school and the college
* Taught various travel units (Air Travel, City and Guilds, Selling Skills, Holiday Issues and Creating a Culture of Customer Service) to students studying for the Higher National Diploma in Travel and Tourism
* Handled student guidance issues

**OTHER PROFESSIONAL EXPERIENCE**

**Airport Ambassador Glasgow Airport - UK May 2009 – October 2009**

* Provided exceptional customer service to passengers, members of the public and business partners.
* Managed the passenger flow at peak times in check-in, departure lounges and arrival areas

**Airline Ticket Desk Supervisor Flyglobespan Airlines - Glasgow Airport February 2006 – August 2007**

* Liaised with handling agent supervisors, staff and managers to ensure all policy and procedures were adhered to

**Customer Service Agent Teletech - Glasgow October 2005 – February 2006**

* Managed clientele of the Star Alliances Airline’s Accounts in partnership with Singapore Airlines at the Teletech Call Centre

**Travel Consultant Barrhead Travel Agency – Glasgow May 2005 – October 2005**

* Surpassed monthly customer sales targets set by manager via emails, telephone calls and face-to-face interaction

**Airline Representative Air Scotland - Glasgow Airport, UK Mar 2004 – May 2005**

* Managed the Lost Baggage Department (handled all lost luggage searches and complaints)

**Team Manager Hogg Robinson/TRX Europe, September 2001 – March 2003**

 **Leicester, UK**

* Managed the Expedia Travel Website Call Centre – 80 Staff

**Customer Service Agent American Airlines January 1997 – September 2000**

 **London Heathrow Airport - UK**

* Responsible for the Security/Transfer Baggage/Check-in areas
* Awarded an International Security Procedures Certificate via training course at the American Airline’s Headquarters in Dallas, Texas USA

**COMPUTER SKILLS**

MS Office, Word, Excel and Power Point

Smart Board

Moodle

Blackboard

**INTERESTS**

I am passionate about cultures and traditions of other countries. I have travelled extensively in the USA, Europe, Asia and the Middle East.