MIRNA

***Career Objectives*:**

*To find a challenging position to meet my competencies, capabilities, skills, education and experiences.*

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

#### EDUCATIONAL BACKGROUND

* High school – Philosophy
* Bachelor of Arts (BA) majoring in English Literature and Language from Beirut Arab University - Faculty of Arts
* Teaching Diploma for intermediate and secondary Classes – Lebanese University – Faculty of Education.
* Attended and Completed the General Accountant Course in Mira Training Center.

**Introduction:**

Professional experience gained within varied practical and development roles, mainly in (Math, English, Science and English Social Studies). Believing a mature and constructive teaching approach and effective working relationships between staff, students and parents are crucial to a responsive student attitude, to a successful learning environment and meeting the needs of children and school mandates. Now looking to make a continued significant contribution for a company that is financially strong and has significant achievements.

**CERTIFICATES & COURSES**

* Three years of training in intermediate school for grades 8 and 9, grade coordinator leadership, literary insets and computer literacy (ICT)

* Attended and Completed the General Accountant Course in Mira Training Center.
* Teaching and Training workshops/ Seminars/ Insets.
* Cambridge International Certificate for Teaching and Learning.
* Preparing for IELTS ACADEMIC

**WORK EXPERIENCE**

* English Teacher for Grade 6, UAE - Dubai International School, (2012 – 2015)
* Class Teacher for Grade 4 and 5, UAE – AlKhaleej International School, (2007 – 2012)
* English Coordinator for Grades 1 to 5, UAE – AlKhaleej International School, (2007 – 2012)
* Deputy Team Leader for Grade 4, UAE – AlKhaleej International School, (2010 – 2012)
* English Teacher for Grade 4 and 5, Lebanon – Amilieh School, (2003 – 2007)

**KEY SKILLS AND COMPETENCIES**

* Excellent communication & Interpersonal skills
* Ability to liaise confidently with senior management.
* Excellent organizational and planning skills
* Excellent level of attention to details.
* Excellent word processing and effective minute taking.
* Ability to prioritize workload in a demanding team environment.
* Ability to work independently and as a team member
* Extensive knowledge & experience in Desktop Applications (Microsoft Word, PowerPoint, Excel and Outlook).
* Strong ability to meet tight deadlines
* Proven ability to efficiently handle multiple responsibilities.
* Strong Time Management Skills
* I have the ability to work flexibly with large groups.
* I am a highly motivated self-starter who works well with others.
* Advised and supported staff on planning, assessment and resources.
* Being an effective and proactive member.

***Languages\_\_***

* English: Bilingual proficiency
* Arabic: Native language

***PERSONAL INFORMATION\_\_***

### Date of Birth: AUGUST 26, 1978

**Citizenship:** Lebanese

**Language Written/Spoken:** Arabic, English

**MARITAL STATUS:** Single

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