Abdiwahab

Phone number: C/o 0502360357

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Nationality: American

**Elementary | High School Teacher**

Dedicated and student-focused teaching professional, who is committed to provide a well-balanced, supportive, and engaging learning environment for all students, Proficient at tailoring lesson plans to incorporate students’ diverse interests and capture their attention and imagination.

**Education Qualifications**

**CELTA Certificate**(Certificate in English Language Teaching to Adults), Pass

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| University of Cambridge, UK | May 2015 – June 2015 |
| **Bachelor of Science: Computer Information Technology** |  |
| Metropolitan State University, Minnesota**,** U.S.A |  Aug 2011 - Dec 2014 |
| **Associate of Arts Degree** |  |
| Minneapolis Community and Technical College, Minnesota**,** U.S.A |  Aug 2008 – May 2011 |
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| **Work Experience** |  |

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 **Private Tutor and Homework helper** Abu Dhabi, UAE Aug 2016 – Present

* Work with students 7-10 grades to improve Math and Science.
* Reviewed materials assigned by the students' teachers and helped students complete homework
* Assist students with test preparation and master material’s content and concepts
* Created lesson plans, review student’s worksheets, and communicate with parents about students' progress

 **Manor Hall International School**, Abu Dhabi, UAE Aug 2015 – June 2016

 **Science Teacher**

* Planned assigned program of study in Science meeting individual student’s needs.
* Conducted classroom activities in accordance with the interests, and abilities of the students.
* Managed to create an environment that is conducive to learning.
* Maintained accurate and appropriate standards of classroom behavior.
* Established clear objectives for all units, lessons, and projects.
* Employed assorted instructional techniques for better learning process.
* Develop and enrich professional skills and knowledge by attending seminars, conferences etc.
* Assess and record students’ progress and provide grades and feedback.

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| **Franklin Learning Center,** Minnesota, U.S.A | Nov 2011 – June2015 |
|  **Adult literacy instructor** |  |

* Taught students one-to-one and in class from beginning literacy through General Education Development (GED) and college preparation classes.
* Adapted lessons after reviewing student backgrounds and learning needs through individual education programs and pre-assessments and provided lessons and educational resources.
* Mentored and provided guidance to volunteer tutors
* Attended programs at college classes for project presentations and end of year projects
* Maximized student learning experiences through positive classroom management.
* Kept up-to-date on adult educational techniques.
* Implemented technology, deliver training and teach job searcher classes.

**Minnesota Department of Health,** Minnesota, U.S.A Aug 2013 – Nov 2014

**Student Worker Paraprofessional**

* Ensured newly arrived refugees and immigrants are linked to follow-up care for Hepatitis B
* Assisted with data collection and data entry related to Hepatitis Linkage to Care grant.
* Ensured that data is entered in an accurately and timely manner, and maintained in locked and secure sites
* Communicated regularly with clinics and coordinate with them to ensure linkage to care process runs smoothly and effectively.

 **Hennepin County Public Library,** Minnesota, U.S.A Jan 2008 – to Nov 2011

 **Public Service Assistant**

* Answered customer/ staff inquiries by phone or in person and give routine information.
* Retrieved library materials for customers, and also Shelve library materials
* Processed and issued library cards, and explained policies to customers
* Unpacked, sorted, organizedand distributed/pack library materials from daily deliveries and returns
* Assisted customers with all library equipment, troubleshootbasic questions, and referred more complex problems to appropriate staff.
* Operated and monitored the Automated Materials Handling System

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|  **Areas of Expertise** |  |  |
| •Classroom management | • Lesson planning | • Public speaking |
| •Activity planning | • Progress Reporting | •MS Office and PowerPoint |

**Languages:** English (fluent), Arabic (basic)

**Professional Associations:** Minnesota Literacy Council

### Professional Development, Courses and TrainingJun 2013 [Computer Literacy Curriculum Planning](http://online.themlc.org/course/view.php?id=72)

### May 2015 C[lassroom management and Volunteer Training](http://online.themlc.org/course/view.php?id=79)

Interests

### Reading, watching national Geography channel, swimming, and playing soccer

**References:** Available upon request