**Manal**

**Manal.362473@2freemail.com**

**FRENCH TEACHER**

Trilingual, skilled, organized and adaptable French teacher with good record in teaching French at grade-school and high-school levels. Dedicated to continuous professional development, curious to explore new teaching methods and technics. Responsible and patient towards students, motivated, imaginative and able to work in team and under pressure. Have experience dealing with students in all levels.

**WORK EXPERIENCE**

**French tutor** 2015-2017

Private French classes for non-French speakers (Montreal, Quebec)

Private Arabic classes for non-Arabic speakers (Montreal, Quebec)

**Office clerk**

EPIC QUEBEC INC.

Real Estate Agency (Montreal, Quebec) 2010-2013

PAT GRASSI INC.

Public Relations and Communications (Montreal, Quebec) 2009-2010

**French language teacher**

ROSARY SCHOOL (Gaza- Palestine) 2005-2008

* Teaching elementary, secondary
* Preparing a French language room provided with technical equipment for students weekly activities
* Preparing lesson plans and gathering study materials related to the lesson
* Motivating the students to converse and write in French language
* Providing guidance and help to the students with difficulty in language acquisition.
* Formulating different teaching methods to arouse interest in students to learn French language
* Identifying the language problems of students and guiding them to overcome these problems
* Preparing students for the DELF exam

ORTHODOX SCHOOL (Gaza- Palestine) 2003-2005

* Teaching kindergarten, elementary
* Using illustration cards, French magazines, songs and creative games to facilitate the learning process
* Encourage students to speak French in class
* Making recreational activities and managing large groups
* Organizing summer camp sponsored by the consulate general of France in Jerusalem

AL MAHD AND AL QAHERA PRIMARY SCHOOLS, AL RAMLA COLLEGE

 (Gaza, Palestine) 2001-2003

* Teaching elementary, secondary
* Attending the French cultural center library with students
* Organizing recreational trips to local touristic places
* Animating summer camps

OUM MOUBASHER HIGH SCHOOL (Kuwait) 1989-1990

* Teaching secondary
* Preparing and correcting monthly and final exams
* Correcting homework and notebooks, ensure there are no mistakes
* Using work sheets exercises and providing support
* Making workshops and dividing students in groups

**EDUCATION AND INTERNSHIPS**

**Internship** 2015

EPIC QUEBEC INC. Real Estate Agency (Montreal, Quebec)

**Secretarial diploma** 2014-2015

IT Professions Trade and Administration School (EMICA)

(Montreal, Quebec)

**French language and literature Bachelor degree** 2009

Comparative assessments of studies outside Quebec

**Bachelor’s university degree in French language** 1982-1987

Al Mustansiriyah University (Baghdad, Iraq)

**High school diploma** 1982

Al Jahra high school (Kuwait)

**PERSONAL SKILLS**

**Software**: Microsoft Office, “sage” simple accounting

 **Spoken and written languages**: French, English and Arabic

 **Other skills**: drawing, painting, creative writing, fashion designing

***References and other documents are available upon request***