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| Camellia.364296@2freemail.com  | Camelia  |
| 4/8/2017 |  |
| Photo passport | Devoted, skilled and professionally trained in Education & Administration, conveying more than 15 years of experience. Strong personal work ethics and unquestioned integrity, dedicated, resourceful, and goal-driven professional teacher with solid commitment to the social and academic growth and development of every student. |

**AREA OF EXPERTISE**

*Creative Learning Environment - Creative Lesson Planning - Creative Questioning - Cooperative Learning - Team Teaching Approach - Student Motivation - Individualized Education Plans - Assessment Tools - Performance Assessments - Classroom Management*

 **PROFFESIONAL DEVELOPMENT**

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| **Bachelor of Science in Chemistry and Physics**Faculty of Sciences, University “Dunarea de Jos”, Galati, Romania (2002) |
| Certified **Computer Operator / Data Entry :** Windows, MS Office“International Computer School” |
| Certified **Human Resources Inspector / HR**“Romanian Foundation School of Business” |
| Certified **Life Insurance Agent** provided by the Ministry of Education and Research |
| “Commercial Union” |

 **TEACHING RELATED EXPERIENCE**

**ABU DHABI INTERNATIONAL SCHOOL PVT, United Arab Emirates Sept – Nov 2016**

* **Chemistry Teacher – High School**

**KUWAIT ACADEMY BILINGUAL SCHOOL, Kuwait 2015 – 2016**

* **Science Teacher – Elementary /Middle School**

**"EMIL RACOVITA" Middle/ High School**, **Romania 2000 - 2003**

* **Chemistry Teacher - responsible for providing appropriate learning experiences and educational opportunities for each student assigned to the classroom, grades 5 to12.**

**General Duties and Responsibilities:**

* Conducting assigned classes at the times scheduled
* Implementing designated curriculum
* Planning lessons as required by school policy and preparing instructional materials
* Demonstrating accurate and up-to-date knowledge of content
* Implementing and monitoring independent and group work strategies and effectively using teaching materials and resources
* Assigning reasonable tasks and homework to students
* Preparing chapter assignments for the students
* Ensuring that all assignments were duly completed by the students
* Grading students’ examination sheets
* Ensuring the full and varied participation of all students in learning activities
* Enforcing regulations concerning student conduct and discipline
* Supervising students in out-of-class
* Managing teaching time, resources and physical space to create and maintain a challenging, engaging, safe and supportive environment for learning
* Participating in various competitions conducted at school
* Following professional practices consistent with school policies in working with students, students’ records, parents, and colleagues
* Facilitating home-school communication by such means as holding conferences, telephoning, and sending written communications
* Maintaining confidentiality of students and students’ records
* Working cooperatively with school administrators, special support personnel, colleagues, and parents
* Maintaining accurate, complete and appropriate records and files reports promptly
* Attending and participating in faculty meeting and other assigned meetings and activities according to school policy.

**Middle School**, Romania **September 2000 – August 2009**

**Maths Tutor - Providing one - to- one tutoring to students , grades 5 to 8**.

**General Duties and Responsibilities**

* Guiding and teaching students from middle school grades in Mathematics
* Developing Math personalized learning plans and preparing instructional materials, individualized for students
* Directing and supervising students performances in completing the curriculum for their end term examinations
* Teaching and assisting students in solving complex numerical problems
* Explaining different techniques with which a problem could be solved
* Building a relationship with the student to provide learning that’s fun, engaging and rewarding.

**Middle School**, Romania **September 2000 – August 2008**

**Tutor – Providing daily one -to -one tutoring in all subject areas grades 5 to 8** **+ English language**

**General Duties and Responsibilities:**

* Teaching at an appropriate instructional level
* Pinpoint student’s needs using preliminary skills tests
* Providing content development
* Providing content emphasis and linking
* Assessing and encouraging student progress
* Monitoring student progress and study behavior
* Supporting student with schoolwork.

 **NON-ACCADEMIC PROFFESIONAL EXPERIENCE**

**KBAS Trading & Contracting**   **June 2012 – March 2014**

Doha |Qatar & Sharjah | U.A.E

### Executive level administrative support role assisting the Deputy General Manager

### Office Manager– Coordination Officer DGM Office – Executive Assistant

Attending daily meetings with staff within DGM’s office to manage and monitor workflow, work quality and effective use of time and human resources across the department.

* Training and supervising staff, Admin. Consultant, Admin. Coordinator, Admin. Assistant, Receptionist and Office Boy

**SC GAMBETA SRL, Romania Dec 2010 – Mar 2012**

**Secretarial and Office Administrative Duties – Manager Assistant**

Responsible for the administrative function and ensuring the smooth running of the day-to-day office activities by managing and/or liaising with relevant parties.

 Conducting staff appraisals within the GM’s Office, manage performance and identify training needs

 **SECA DISTRIBUTION S.R.L. Ploiesti October 2003 - June 2010**

**Secretarial and Office Administrative Duties – Data Entry – Administrative Assistant**

Supporting the Top Management and an extensive sales team with diverse operational task, including public relations and business development. Ensure effective information and task sharing across the team.

* Managing HR functions and supporting activities like hiring process, job evaluation and training

 **LANGUAGE & COMPUTER SKILLS**

 Romanian – native  MS Office - Word, Excel, Power Point, Outlook

 English – advanced  Databases - Microsoft Dynamics AX/NAV

 Arabic - beginner