**Michele**

**Professional Synopsis**

\* Over 5 years’ professional experience within UAE

\* Native English Language speaker

\* USA Entrepreneurial RNC/HVAC Regulatory Environmental Company Contractor 2003-2006

\* USA based Collegiate Vocational and Academic Vending Accounts 2001-2005

**Core Skills & Competencies include:**

\* Transitional English Assimilating Educator for adults and students relocating to the UAE

\* Communications & engagement

\* Stepping Stones Training Seminar UAE October 2010

**Academic & Professionals Qualifications:**

\* Dedication to Excellence Nibras School UAE April 2012

\* Certificate of Excellence Chubby Cheeks Nursery UAE 2011

\* Florida Teaching Certification, Seminole State College, Sanford, FL. USA 2007

\* Ohio Teaching Certification, Kent State University, Kent, OH. USA 1997

[**Michele.366387@2freemail.com**](mailto:Michele.366387@2freemail.com)

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* **American National - Dubai Resident**

**Internationally Experienced Teaching Professional**

Self-motivated and results focused education professional with 5+ years’ international teaching and tutoring experience within the US, Asia and UAE. Also, an experienced business manager and non-profit educator and advocate. I have strong communication and interpersonal relations skills in multi-cultural environments.

Governess for International Business family

Alabbar Family- December 2016- January 2017

***Key Deliverables and Achievements:***

I supplied Tutorial and Social protocol for three children, one with special needs. This was inclusive of academic, extracurricular, family activities, and play timing at their Villa in Dubai.

**Professional Experience & Achievements**

***Contractor for USA Academic Company to Medical/Learning Center for Special Needs Students, August- November 2015***

K-12 icademy, and Child Learning & Enrichment Medical Center, Dubai, UAE

***Key Deliverables and Achievements:***

Worked diligently to create/modify general academic curriculum for severe special needs students to enable for mainstream UAE school admission

***Governess to International Business Family, May- August 2015***

Patel Family, Dubai, UAE

***Key Deliverables and Achievements:***

Supplied tutorial and social protocol for two small girls in their maternal grandmother’s care after Family loss. This was inclusive of academic, extracurricular, family activities, and play timings.

***Supply Teacher & Private Academic Tutor, June 2010 -Nov 2016*** Dubai, UAE

Worked with school-age students and adults from diverse backgrounds and curricula to support learning and academic progress. Supported full time education staff undertaking core curriculum classes; and also facilitated learning for students with learning challenges and those requiring accelerated learning support. Worked successfully with multiple Dubai-based institutions; including Al-Mizhar American Academy for Girls, Nibras International School, Mirdif Private School, Power Tutoring, ELS Language Centers and Chubby Cheeks Nursery

***Key Deliverables and Achievements:***

* *Dubai Academic institutions found my ability to assess students learning styles and motivation to create an effective learning environment*
* *Created an enhanced developmental cognitive comprehensive approach of building ‘memory files’, at each students’ unique levels*
* *Simplifying Photosynthesis and Chemical properties to a unique interactive lesson plan and established clear safety hand signals for students to follow*

***Supply Teacher Spring 2014***

Hult International Business School, Dubai, UAE

Hult International Business School has been based in Dubai since mid-2000s and focuses exclusively on offering students bachelor and master-level business programs with a cutting-edge curriculum that emphasizes practical experience.

***Key Deliverables and Achievements:***

Successfully undertook business lectures on a variety of key business topics to student classes as needed. Also acted as proctor during student exams.

***Private Tutor. Fall 2013-Winter 2014***

Beijing and Chengdu, China

Served as a tutor to Chinese students while travelling in China for personal and professional development.

***Key Deliverables and Achievements:***

Worked with school-age students to support and increase their foundation Chinese curriculum English grammar and speaking skills. Also, undertook adult tutoring to help mature students learn English basics and improve rudimentary English-speaking and grammar skills.

***Private Tutor, 2008-2010***

Self-Employed – USA

As a self-employed educational consultant, acted as a private assessor and tutor in English, Science, Social Studies, Art and History.

***Collegiate Education Tutor, 2007-2008***

Seminole State College, FL, USA

Worked exclusively with students with special needs, assisting them in preparing for exams and with essential course material comprehension.

**Substitute Teacher, 2006-2008**

Lake County School Board, Tavares, FL, USA.

Served in numerous central Florida schools, facilitating learning for students from K-12 level in both mainstream and honours programs in English, Science, Mathematics, Social Studies, Art and Physical Education (PE). I was responsible for lesson planning and preparation, and for delivering coursework based on the prescribed curriculum for each age and grade level.

**Earlier Professional Experience & Achievements**

**Microbiological Lab Office Coordinator, 2004-2006**

EMSL Laboratories, Orlando, FL, USA

**Microbiological Remediation, Contract Owner & Operator, 2004-2006**

Environmental Air Science Corp., Oviedo, FL, USA

**Home Inspector, Contract Owner & Operator, 2003-2006**

Certified Home Inspections, Lake Mary, FL, USA

**Vending Company, Owner & Operator, 2001-2005**

Van’s Vending Service, Lake Mary, FL, USA

**Interest & Activities**

* *K-9 Foundation of Dubai, 2010 - Present*
* *St. Mary’s Church Dubai FREE English Lessons for Nuns and Labourers, 2011*
* *American Women’s Association Dubai, 2010-2012*
* *Women’s Bible Study UCCD Dubai, 2014-present*
* *Fellowship of the Emirates Dubai Volunteer 2014-present*