|  |
| --- |
|  |
|  |
|  |

Shareen

Shareen.366867@2freemail.com

|  |
| --- |
|  |

Objectives

To work and progress into a high integrity, diligent and conscientious career executive with strategy building and attain methodical approach to planning and organizing goals and policy of the company. To possess excellent interpersonal skills, good communications skills, build leadership, high integrity entrepreneurial and pro-active, strong drive and keen business mind. To seek new responsibilities and use initiative in becoming self-suffic1ient while having a solid approach to achieving tasks and objectives. To be determined and decisive in using initiative to meet and resolve challenges to strive for quality and apply process and discipline towards optimizing performance.

Education

**University** Bachelor Degree in English, Ain Shams University. Cairo, Egypt

**High School** The English School, Cairo, Egypt.

**Languages**  English (Mother tongue)

Experience

08/14 – Present **Classroom Teacher, British International Modern School (BIMS)**

09/12 – 07/14 **English Teacher, Modern American School**

09/11- 06/12 **English Supervisor, Chicken Little Nursery**

11/05 – 07/11  **English Teacher, Green Valley School**

* Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
* Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Establish and enforce rules for behavior, and procedures for maintaining order.
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Observe and evaluate children's performance, behavior, social development, and physical health.
* Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
* Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
* Prepare materials and classrooms for class activities.
* Teach proper eating habits and personal hygiene.
* Adapt teaching methods and instructional materials to meet students' varying needs and interests.

11/01-07/05 **English Teacher, The English School**

* Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
* Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Establish and enforce rules for behavior, and procedures for maintaining order.
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Observe and evaluate children's performance, behavior, social development, and physical health.
* Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
* Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
* Prepare materials and classrooms for class activities.
* Teach proper eating habits and personal hygiene.
* Adapt teaching methods and instructional materials to meet students' varying needs and interests.
* Prepare reports on students and activities as required by administration.

## Skills

* Adept to both Macintosh and Windows environments.
* Microsoft Word, Excel, and PowerPoint.
* Microsoft Outlook.
* Letter Land teaching course.
* Smart Board teaching course.
* Language: English (British)

## Personal Information

Date of Birth: 28 – 02 - 79

Nationality: **British**

Marital Status: ***Single***

## References

References upon request.