TANIA

TANIA.370098@2freemail.com

Objective:

Seeking to attain a challenging job within your progressive organization which will suits my interest, qualifications and ongoing strive for gaining extra knowledge as well as better skillful abilities for professional development.

Education and Qualifications:

Lebanese University Master M1 Biochemistry Teaching Diploma 2012-2013

Lebanese University Bachelor of Science in Biochemistry 2009-2011

Career History:

Al-Tarbiya Al-Islamiya Schools- Science and Math Teacher August2014-Present

 Worked on the AdvancED annual plans for my classes

 Launched activities and different productive learning environments

 Participated in different meetings and workshops

 Created supporting environment to the students and their parents

 Meet standards of professional and ethical conduct in relation to students, parents, and colleagues

American University of Beirut (AUB)- Research Assistant August2014-June2014

 Prepares literature reviews

 Gather and analyze data

 Assists with academic research

 Performs other duties as assigned by supervising instructor

 Meets regularly with supervisor to discuss research assignments

 Assists with academic research

Arts and Culture School- Math and English Teacher March2012-June2012

 Planned, prepared and delivered lessons to a high standard

 Maintained good levels of behavior

 Took appropriate and effective measures when pupils misbehave

 Coordinated teaching assistants and supply teachers

 Prepared textbooks, handouts, course work & homework assignments

 Participated in meetings with other teachers and parents

Al Sultan Food Stuff Co - Assistant Purchasing Manager October2011-January2012

 Negotiated with key suppliers on contract issues to ensure best value purchasing term

 Maintained relationships with existing suppliers and sourcing new suppliers for future products

 Coordinated with other departments including warehouse, marketing, and accounting

 Followed up with the supplier, shipping company, the broker, and the warehouse the orders made

Sahel General Hospital- Laboratory trainee Year 2010

Key Skills and Competencies:

 Decision making, critical thinking, organizing and planning

 Strong verbal and personal communication skills

 Accuracy and Attention to details

 Organization and prioritization skills

 Problem analysis, use of judgment and ability to solve problems efficiently

 Adaptability and ability to work under pressure

 Punctuality and job commitment (Certificate of Appreciation for good attendance)

 IT Skills (Microsoft word, Excel, PowerPoint, IBM SPSS)

Languages:

 English – Expert (years practiced: since childhood)

 Arabic – Expert (years practiced: since childhood)

 French – Good (years practiced: more than five years)

Interests:

 Reading and writing

 Sports, arts, crafts, and music

 Social activities and voluntary work (Public Relations in BYG Organization)

References:

Available on request