Lina

Nationality: Canadian Email: leena.382932@2freemail.com

Career Objective

A hardworking, punctual university graduate with professional and technical skills seeking a full-time position at a top organization.

Highlights

Professional Skills

* Ability to work well in a team
* Possesses verbal and literary communication skills
* Punctual and able to work under deadlines
* Reliable and hardworking
* Organized and friendly

Technical Skills

* Proficient in Adobe Photoshop, Adobe Illustrator, Adobe InDesign
* Knowledge of standard Microsoft operating systems like Word, PowerPoint, Excel
* Basic knowledge of Adobe Premiere, Adobe After effects and Adobe Dreamweaver CC

Experience

Al Iman Private School – Al Rashidiya, Dubai November 2012 - June 2013

Kindergarten English Teacher’s Assistant

* Assisted in preparing the weekly lesson plans
* Helped create various activities and educational games for the children
* Supervised children during lunch, recess and in teacher’s absence
* Maintained harmony in classroom
* Taught all six sections of kindergarten students while main English teacher was on maternity leave

UOS Times–University of Sharjah, College of Communications 2015-2017

Writer

* Wrote articles for department’s official magazine that were published

University of Sharjah Media Center June 2017- July 2017

Intern

* Conducted short research on topics regarding media use and universities
* Translated articles from Arabic to English and edited them
* Created a video about the media center and its various departments

Personal Tutor February 2018 – June 2018

* Tutored two students (attending International School of Choueifat-Al Ain) in the following subjects: English, Science, Social Studies and Computing

Teacher June 27th 2018 - Present

Canadian Smart Learning Institute

* Teaching a beginners/level one English class focusing on fiveaspects of language learning: listening, speaking, grammar, reading and writing
* Personally teaching two students in separate one-on-one sessions

Education

Bachelor of Arts: General Mass Communication in English (American Cert.)

University of Sharjah Graduation Date:December 2017

Cumulative GPA: 3.59

TESOL Certificate Completed: 2018

References

Available on request