***Curriculum Vitae***

**Personal Data:**

Name : Charbel

Date of Birth : March 26, 1983

Nationality : Lebanese

Gender : Male

Social Status : Single

E-mail : charbel.383985@2freemail.com

Driving License : **Saudi** and **Lebanese** Licenses

**Current Address**

**Objective**

SSeeking a challenging position; this would offer me opportunities for advancement and would lead to greater prospective and responsibilities.

**Experience**

**September 2016 – 2018**

**Position: French teacher for grade 1 to 6**

**House Of Knowledge School**

* Teaching the subject: French language to grade 1 Level till grade 4 levels.
* Preparing French summaries in addition to Exams
* In charge of building teamwork among students to achieve the best results

**August 2015 – June 2016**

**Position: French teacher for grade 4 to 8**

**Advanced Generation Schools** (**AGS**)

* Teaching the subject: French language to grade 4 Level till grade 8 levels.
* Preparing French summaries in addition to Exams
* In charge of building teamwork among students to achieve the best results

**September 2010- June 2015**

**Position: French teacher for grade 4 to 8**

**AL KON ALMOTAWARA INT. SCHOOL** (**KMIS**) -( British curriculum, has now become an official Attached Center to the British Council and Examination Center for IGCSE & A-Level in Jeddah )

* Teaching the subject: French language to grade 4 Level and grade 8 levels.
* Preparing French summaries in addition to Exams
* In charge of building teamwork among students to achieve the best results

**September 2009-August 2010**

**Position: French and Arabic Teacher**

**Cedar International School - Jed** Apply appropriate disciplinary measures where necessary.

• Plan, prepare and deliver instructional activities that facilitate active learning experiences.

• Develop schemes of work and lesson plans.

• Establish and communicate clear objectives for all learning activities.

• Prepare classroom for class activities.

•preparing and marking to facilitate positive pupil development;

•meeting requirements for the assessment and recording of pupils' development;

•Identify and select different instructional resources and methods to meet students’ varying needs.

•providing feedback to parents on a pupil's progress at parents' evenings and other meetings;

•coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;

•working with others to plan and coordinate work;

•staying up to date with changes and developments in the structure of the curriculum;

•taking part in school events and activities which may take place at weekends or in the evening;

•liaising with colleagues and working flexibly, particularly in smaller schools;

•working with parents and school governors to maximise their involvement in the school and the development of resources for the school**dah** (French teacher for high and low grades and Arabic teacher for low grades.

* Assign and grade class work, homework, tests and assignments.
* Organizing the classroom and learning resources to create a positive learning environment
* Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class.

**Educational Background**

*2003- 2007*

**BA IN FRENCH PHILOSOPHY**

Lebanese University, Fanar, LEBANON

*2002 - 2003*

**Lebanese Baccalaureate-Letters and Humanity**

*Beirut, Lebanon*

**Skillsand Qualification:**

* **Computer literate**: - Microsoft Office (Word, PowerPoint, Excel, )
* Proficient use of the Internet
* **Languages**: fluent in Arabic, French and English.
* Strong organizational and interpersonal communication skills
* Ability to work with initiative under pressure with minimal supervision
* Excellent in verbal and written communication, adept at drafting correspondence
* Professional appearance and attitude with pleasant manner
* People-oriented, friendly and outgoing, courteous, punctual, reliable and follow directions accurately.

**Recommendations:**

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* Available on request