**ABO**

+971504753686

**Abo-399532@2freemail.com**



Analytical, organized, inspirational and detail-oriented English Trainer with over 15 years’ experience in the full spectrum of English Language Teaching. Collaborative team player with ownership mentality and a track record of delivering to learners the highest quality educational service which creates loyal clients and propels business growth.

**EXPERIENCE**



**(02/2018 – 08/2020)** (1 YEAR 6 MONTHS)

**TEACHER TRAINER AND TRAINING MANAGER**

Abu Dhabi-based Institute

1. Worked in a big-sized training institute to train teachers on the techniques and

strategies of delivering IELTS, TOEFL, GMAT, GRE, SAT, etc. preparation courses.

1. Managed and inspired a team of 25 full-time teachers across 3 branches. o Maximized yearly profitability by 140% in 2018 and by 150% in 2019.

o Led a major client’s training program for Abu Dhabi National Insurance company and won a deal that maximized profitability and positive word of a mouth.

o Streamlined the process students’ placement test to ensure they land in the proper CEFR level.



**12/2016 – 08/2020** (3 YEAR 6 MONTHS)

**ENGLISH, IELTS, TOEFL GRE AND GMAT INSTRUCTOR**

Abu Dhabi-based Institute

1. Delivered English language classes ranging from A1 to C2 levels to ages ranging from 12 to 50 years old from diverse cultural backgrounds.
2. Interviewing clients to inform them about the benefits of studying in the institute o Conducting speaking and writing placement tests and placing students in their

corresponding levels

o Taught classes that are student-centered, task-based, and communicative in nature which build learners’ confidence and character

o Taught over 2000 hours of IELTS and TOEFL to individuals, groups, and corporates and Taught over 1500 hours of GMAT verbal and quantitative sections

o Taught in two settings, one-to-one and group classes, and online and face-to-face

**04/2016 – 12/2016** (8 MONTHS)

**VOCATIONAL TRAINER OF BUSINESS ENGLISH**

DIRECT ENGLISH, CAIRO, EGYPT

1. Taught English for Petrochemicals and Fertilizers Engineers
2. Taught formal technical correspondence (reports, evaluations, surveys, appraisals, etc.)
3. Taught Business English (meetings, Emailing, telephoning etiquette, company description, business presentations, tools and equipment, suppliers and sub-contractors, manufacturing industries, maintenance and troubleshooting)
4. Provided detailed progress reports to superiors about the performance and progress of every candidate

**01/2013 – 03/2016** (3 YEARS 2 MONTHS)

**TEACHER TRAINER AND ENGLISH, TOEFL, IELTS GRE AND GMAT INSTRUCTOR**

AMERICAN ACADEMY FOR TRAINING, CAIRO, EGYPT

1. Trained over 120 English teachers to obtain their QTS in teaching English Language.
2. Trained over 50 Science teachers to obtain their QTS in Math, Physics, Chemistry,

Biology, Science, PE and ICT

1. Delivered General English, conversational English, and English for Specific

Purposes

1. Taught over 2000 Hours of Internet-Based TOEFL and Paper-Based TOEFL preparation courses
2. Taught over 1000 hours of GMAT and GRE preparation courses
3. Successfully designed and implemented the process of student placement

**05/2011 – 01/2013** (1 YEAR 7 MONTHS)

**ENGLISH AND VOCATIONAL TECHNICAL TRAINER**

AL HASHEMIAH CONTRACTING COMPANY, CAIRO, EGYPT

1. Taught English for Power Generation and Water Treatment Engineers o Taught formal technical correspondence (reports, evaluations, surveys,

appraisals, etc.)

o Taught Business English (meetings, Emailing, telephoning etiquette, etc.)

o Provided detailed progress reports to superiors about the performance and progress of every candidate

2

DELTA HIGHER INSTITUTE FOR COMPUTERS

**02/2006 – 05/2011** (5 YEARS 4 MONTHS)

**ADJUNCT PROFESSOR OF ACADEMIC ENGLISH AND BUSINESS**

DELTA HIGHER INSTITUTE FOR COMPUTER SCIENCE, MANSOURA, EGYPT

1. Taught Academic English to both undergraduate and postgraduate students. o Trained Masters and PhD students to obtain TOEFL and IELTS scores.

o Lectured over 25 subjects from Business and Computer Science disciplines to undergraduate students

o Lectured over 5000 Hours to over 5000 students.

o Worked as liaison between American Ambassador and the university o Proctored exams and published results

o Co-supervised graduation projects

o Attended weekly faculty meetings and set academic goals

**ACADEMIC QUALIFICATION**



**MAY 2005**

**BACHELOR OF BUSINESS ADMINISTRATION, MINOR IN MANAGEMENT INFORMATION SYSTEMS,**

* Grade: Excellent with honor 94% GPA: 3.8/4.0
* Rank: First at the top of the class
* Earned the position of Adjunct Professor
* Relevant Coursework: Business English, English for Human Resources, English for Computing and Formal Correspondence

**AUGUST 2016**

**CELTA (CERTIFICATE IN ENGLSH LANGUAGE TEACHING TO ADULTS),**

CAMBRIDGE UNIVERSITY

* Full time face to face intensive 180 hours of English Teaching training
* Acquired the methodology of student-centered communicative approach.
* Mastered designed activities and handouts that target specific target language.
* Learned TBL Task-based approach, PPP presentation, practice, production, TPR Total Physical Response, Lexical Approach, Functional approach and CLIL approach
* Delivered 10 supervised teaching practicums to beginner, intermediate, and advanced classes

3

**CERTIFICATES AND PROFESSIONAL TRAINING**



* **IELTS TRAINER CERTIFICATE “ALL MODULES”**

**OCTOBER 2019**, BRITISH COUNCIL AND IDP AUSTRALIA

Obtained a certified IELTS trainer certificate

* **IELTS TRAINER CERTIFICATE “WRITING MODULE”**

**NOVEMBER 2018**, BRITISH COUNCIL AND IDP AUSTRALIA

Obtained a certified IELTS Writing Module trainer certificate

* **ENGLISH TEACHING LICENSE (TEACHNING KNOWLEDGE TEST TKT)**

**NOVEMBER 2015**, CAMBRIDGE UNIVERSITY, UK

Taken a UK approved Teaching Knowledge Test TKT for teaching English in UK and in other countries.

Obtained a life-long valid certificate from Cambridge University

* **SUBJECT MATTER TEACHING LICENSE (TEACHNING KNOWLEDGE TEST TKT)**

**OF CLIL (CONTENT AND LANGUAGE INTEGRATED LEARNING)**

**NOVEMBER 2015**, CAMBRIDGE UNIVERSITY, UK

Taken a UK approved Teaching Knowledge Test TKT for teaching Math, Business, ICT, and Science in UK and in other countries.

Obtained a life-long valid certificate from Cambridge University

* **VOCATIONAL TRAINER OF BRITISH HIGHER NATIONAL HND DIPLOMA**

**QUALIFICATION**

**OCTOBER 2012**, PEARSON EDUCATION, UK

Certified to teach three subjects of British Higher National Diploma (Business, Strategic Management, Computing and Systems Development)

Certified to teach BTEC EDEXCEL and IGCSE subjects Authorized on Implementation and Assignment Writing

4

**TEST SCORES**



* **IELTS ACADEMIC (BAND 8.5)**

JANUARY 2019

* **TOEFL IBT (SCORE 113)**

MAY 2014

* **GMAT (SCORE 630)**

MAY 2010

* **TOEFL PBT (SCORE 600)**

AUGUST 2007

**DIGITAL COMPETENCE CERTIFICATES AND SKILLS**



* **ADOBE PHOTOSHOP AND FLASH ANIMATION DIPLOMA**

**IBM, EGYPT** 2005

* **SQL SERVER IMPLEMENTATION DATABASE ADMINISTRATION DIPLOMA IBM, EGYPT**

2005

* **WEB DEVELOPMENT DIPLOMA IBM, EGYPT**

2005

**SKILLS**

|  |  |  |
| --- | --- | --- |
|  Native English Speaking accent |  Full command of English language skills |  |
|  Writing academically and rhetorically |  | Total understanding of teaching |  |
|  | Student-oriented |  | practices |  |
|  | Full mastery of Microsoft Office | Professional and committed |  |

**REFERENCES**

AVAILABLE UPON REQUEST

5