

Halla M El-Banna

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Beirut, Lebanon

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RELEVANT EXPERIENCE

Green Peaks International School

Jeddah, KSA

Math Instructor

January 2016 – February 2017

- Taught courses in mathematics to secondary pupils utilizing core curriculum and appropriate curriculum publications as guidelines in teaching individual course content.
- Developed lesson plans and appropriate instructional aids stressing "discovery" methods and designed learning activities that relate mathematics to the physical world.
- Established and maintained standards of pupil behavior needed to provide an orderly, safe, and productive classroom.
- Monitored and evaluated each pupil's progress in mathematical knowledge and skill.
- Communicated with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual pupil's progress.

Rafic Bawab & Co.SAL

Beirut, Lebanon

Executive Assistant

August 2014 – December 2015

- Managed day-to-day operations of the office and assisted with all aspects of the firm's operational management.
- Organized and maintained files and records along with planning, scheduling, and attending appointments and board meetings.
- Prepared meeting minutes, notes and provided internal support.
- Managed projects and conducted research, Prepared and edited correspondence, reports, and presentation and reported to the managers and the company's executives.

FransabankGroup

Beirut, Lebanon

Intern – Customer Service & teller

May 2014 – July 2014

- Reviewed and addressed deficiencies noted during corrective maintenance, monitored new tools and technologies, and provided the necessary guided training for clients.
- Monitored a predictive maintenance scheme that ensures an effective and efficient performance of various key machinery and equipment.
- Tracked, recorded, reported, and stored information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete

EDUCATION & CERTIFICATION

Rafic Hariri University

Mount-Lebanon, Lebanon

Bachelor Degree in Business - Marketing & advertising

May 2014

SKILLS, ACTIVITIES & LANGUAGES

Skills: Microsoft office (Excel, Word, PowerPoint)

Activities: Member of Rafic Hariri University's Marketing and event planning club.

Languages: Arabic (Native), fluent in English, basic-knowledge of French, beginner in Spanish

References Available on Request