



NOUR ABI JUMAA

PROFESSIONAL DATA



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Date of birth: 06 / 02 / 1994

Nationality: Lebanese

PROFESSIONAL PROFILE

- A capable team player who works to tight deadlines and believes in out of the box thinking.
- Able to solve problems and troubleshoot independently.
- Aware of students' cultural diversity.
- Ready to teach and manage across all group ages.

OBJECTIVE

Seeking an interactive position within an organization that will utilize my strong dedication in helping children progress, providing positive learning experiences as well as sharing knowledge for motivating kids.

As a committed Math Teacher, I am seeking a new challenge in Education Domain.

SKILLS AND INTERESTS

MS Office, PowerPoint, Excel, and word.
Social media tools, online learning tools (Zoom, Google class, Microsoft Teams, etc.)
Yoga, Reading, Writing, Sports and Photography .
Excellent organizational, interpersonal, time management communication skills and critical thinking

VOLUNTEER EXPERIENCE OR LEADERSHIP

- Attended workshop on stress management, leadership, a job interview and body language, and business etiquette.
- SMEC Conference – Math and science teaching strategies.
- MEFOSA Middle East North Africa Food Safety Associates - Certification Introduction to ISO 22000:2018
- Americana Training Department - Certification Crew Trainer Training Program

EXPERIENCE

CREW TRAINER AND SUPERVISOR AT FAST FOOD RESTAURANT • AMERICANA COMPANY (BEIRUT, LEBANON) • 2017 – PRESENT

- Providing assistance, guidance, monitoring employee productivity and providing constructive feedback coaching support as needed.
- Setting goals for performance and deadlines in ways that comply with the company's plans.
- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
- Answering Phone calls and emails responding to customer's complaints
- Reporting to HR and senior management.

ELEMENTARY MATH TEACHER • AFTERSCHOOL LINK (PRIVATE INSTITUTE) • 2015 – 2016

- Preparing and distributing learning material such as notes, assignments, and quizzes.
- Ensuring that the classroom remains safe and conducive to learning.
- Helping students pass assessments at their Schools by explaining mathematical concepts most simply.

ELEMENTARY MATH TEACHER • SHAKIB ERSLEN PUBLIC SCHOOL (BEIRUT, LEBANON) • 2014 – 2016

- Teaching challenging students.
- Helping students improve their Mathematical skills.
- Shadowing teachers in performing their daily tasks (peer observation)
- Substituting absent teachers.
- Assisting teachers and participating in establishing new activities and programs that help in delivering the curriculum and fulfilling the adopted standards.

ASSISTANT MATH TEACHER • BHAMDOUN OFFICIAL PUBLIC SCHOOL (BEIRUT, LEBANON) • 2014 – 2015

- Assist classroom teacher in the teaching-learning process
- Grading assignments and quizzes promptly.
- Teach pupils in ways that capture their attention and allow them to enjoy the subject matter.

ASSISTANT MATH TEACHER • COMMUNITY PRIVATE SCHOOL (BEIRUT, LEBANON) • 2014 – 2015

- Training on Mathematical modelling that helps translating problems from an application area into tractable mathematical formulations with the help of Classroom Teacher
- Time managing and proper Planning for smooth transitions between lessons and always try to have materials ready for each lesson or activity.
- Observed, assessed and recorded children's progress

PRIVATE MATH TEACHER • FOR ALL LEVELS (BEIRUT, LEBANON) • 2014 – PRESENT

- provide one-on-one educational assistance
- Work with students to improve their skills in Math subject.
- Prepare lessons and assign and correct homework.

EDUCATION

BACHELOR OF MATHEMATICS EDUCATION FOR ELEMENTARY LEVEL • 2016 • FACULTY OF EDUCATION AT THE LEBANESE UNIVERSITY.

- Mathematics curriculum and evaluation, geometry and measurement, statistics, computer
- programing, linear and abstract algebra, arithmetic, teaching mathematics and informatics,
- action research

HIGH SCHOOL DIPLOMA (GENERAL SCIENCE BRANCH) • 2013 • MAJDELBAANA OFFICIAL HIGH SCHOOL (LEBANON)