

## **Maryam Jaffal**

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**Objective**      Qualified and resourceful teacher with a bachelor degree in Language Teaching Engineering and proven knowledge of educational technology, blended online learning and curriculum design with a proven experience in designing interactive learning content using several platforms.

**Experience**      **Instructional Designer- Internship**  
Eflow education, Cherpa Education  
15 March 2022 – present

- Identify the performance, skills, knowledge, information and attitude gaps of a targeted audience and create, select and/ or suggest experiences to fill the gaps.
- Create and deliver educational and training materials to learners from all walks of life in a variety of ways
- E-learning technologies and multimedia

### **Preschool Substitute English Teacher- Freelancer**

Al Hasan High School, Al Mabarat Institute

26 January 2022 – present

- Implement and teach lesson plans and instructions as directed by the absent teacher, or consult with principal or other responsible staff if lesson plan is not provided
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Maintain a clean, respectful, and orderly classroom, and follow classroom and school procedures as directed by the school
- Adapt teaching methods to fit the needs of each individual student
- Keep records on attendance, accidents and incidents
- Provide in-class and at-home assignments based on the available lesson plan
- Protect students, equipment, materials, and facilities
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria

## **Preschool Teacher Helper- Trainer**

Al Hasan High School, Al Mabarat Institute 20

September 2021 – 17 January 2022

- Work with the lead teacher to monitor the class schedule
- Assist teachers with lesson preparation by getting materials ready and setting up equipment
- Revise lesson material with students individually or in small groups
- Ensure the classroom environment is safe and clean
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions
- Comply with state, school, and class rules and regulation

## **Education**

### **Masters in Instructional Language Design**

Lebanese University

1 November, 2021- present

### **Bachelor in Language Teaching Engineering**

Lebanese University

10 October, 2019- 27 October, 2021

## **Languages**

Arabic-Native

English- Fluent

French- Beginner

## **Skills**

**Technical skills:** Microsoft Word | Microsoft Excel | Microsoft Power Point | Microsoft Teams | HTML Programs | Google Sites | Google Blogs | Promethean Active Inspire | EdPuzzle | EducaPlay | WordWall | Class Flow | Kahoot | Padlet | Camtasia | Mentimeter | Content Automation Content Animation | Learning Management Systems (LMS)

**Additional skills:** Organization | Critical Thinking | Leadership | Time Management | Teamwork | Imaginative Thinking | Working with children

## **Achievements**

ED tech expert- certified from ACTC for achieving (e-curriculum Development / Promethean Activeinspire / Class flow / distance learning & had applied final project interactive lesson based on SDGs)

**References:**

- Dr. Nehme Safa, Professor at the Lebanese University  
Associate Professor at University of Saint Joseph  
Deputy General Director and Director of  
Curriculum Development Department  
E-mail: nsafanet@gmail.com
- Dr. Abeer Nasereddine, Head of English department at Center of Language  
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