

MAY EL BALAA

A multi-talented, dedicated educator who love challenges, working in the education industry.

Skilled in communication, patience, creativity, and teamwork.

Powerful leadership skills in managing the classroom and achieving the setup goals.

Strong Administrative skills and target oriented.

CONTACT

Address:

- Beirut, Lebanon
- Doha, Qatar

Phone:

0096178946540

0097450466527

Email:

Maybalaa@live.com

KEY SKILLS

- Patience & time management.
- Communication & public speaking.
- Organization & decision-making.
- Imaginative Thinking.
- Leadership & teamwork.
- Critical Thinking & technological skills.
- Conflict Resolution & adaptability

EDUCATION

Lycée Abdel Kader

September 2003-June 2007

Lebanese School of Qatar

September 2008- June 2018

Baccalaureate in life sciences

American University of Beirut

August 2018-December 2021

BA in Elementary Education
Minor in Business

Planning on pursuing a **Master's Degree in Educational Management and Leadership** at the **American University of Beirut**.

WORK EXPERIENCE

The American University of Beirut

May 2019- Current

Assistant Manager and Senior Tour Guide

- Prepare the payroll.
- Give tours to VIP visitors on campus.
- Prepare the schedules for the students.
- Respond to emails regarding reservation of tours & answer calls made to the office.
- Make sure the students are following the tour schedule.
- Interview, select, and train new students to take tours.
- Inventory count and sales management of AUB merchandise.

The American University of Beirut

October 2019-October

2020

Yearbook secretary

- Respond to the emails.
- Help organize the University cap and gown.
- Ensure meetings organization.
- Take minutes of the meeting.

The American University of Beirut

September 2020- September 2021

President of the Education Student Society

- Plan and supervise the Annual Math, Science, and Technology fair.
- Plan events for all education students.
- Raise the problems and concerns of the education students to the department
- Host meetings with the cabinet members to plan for activities
- Collaborate with other clubs and societies to form unified events

Beyond Learning**June 2021 - August 2021**

Youth Program Educator at Loompaland summer camp.

- Attended a four-day training that introduced and prepared me for the job as well as the camp policies and procedures.
- Was responsible for a class of 17 children aged between 9- and 11-year-old during the 2 months of the summer camp.
- Plan for interactive, fun, and educational activities.
- Contributed to the character building of the kids.
- Create games to entertain the kids.
- Went on several field trips with the students.
- Was chosen "Loompa of the day" after a lot of hard work.

German School Beirut**August 2020 to May 2021**

Internship as part of my practicum at AUB for my degree.

- Level: Grades 4-5-6.
- Subjects: Math and Sciences.
- Taught 10 lessons.
- Developed quizzes, exams, and homework.
- Prepared unit and lesson plans.

Private tutoring**September 2020-Current**

- Math for grades 5-6.
- Sciences for grades 5-6.
- French for grades 6-7.
- Revise schoolwork, help with homework and prepare for tests and quizzes.

LANGUAGES

Arabic: Native Language**English:** Fluent in writing and speaking**French:** Fluent in writing and speaking**COMPUTER SKILLS**

MS Office (Word, Excel, PowerPoint, Outlook)

Google Drive (Docs, Sheets, Slides, Forms)

Online teaching platforms (Zoom, WebEx, Microsoft Teams, Google Classrooms)