



# Haya Bitar

Teaching Diploma Student

Dedicated student, admirable teacher.

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## EDUCATION

### Teaching Diploma in Science for Secondary Education

American University of Beirut

09/2021 - Present

Lebanon

### Bachelor of Science in Biology

Lebanese American University

09/2018 - 06/2021

Lebanon, GPA: 3.83, Graduated with High Distinction.

## WORK EXPERIENCE

### Private Tutoring in Biology and Chemistry Freelance

01/2020 - Present

Beirut, Lebanon

Achievements/Tasks

- Designing lesson plans for students.
- Designing challenging exercises.
- Designing exams for students of different difficulty levels.

### Volunteer Support Chemistry Teacher for Grade 9 students in Three Lebanese Public Schools

MMKN NGO Lebanon

02/2019 - 05/2021

Beirut, Lebanon

MMKN is an NGO that aims to support grade 8 and 9 students in public schools through science sessions live and online (during the pandemic).

Achievements/Tasks

- Tutor students online and on campus.
- Collaboration with students through solving exercises.
- Class management.
- Encouraging students and giving them enough motivation through difficult times.
- Attending frequent workshops with MMKN to better improve the quality of educational services.
- Dealing with diverse students from different backgrounds in every school.

### Volunteer Administrative Assistant in a Public School

Kafarrouman Second Intermediate Public School

05/2019 - 07/2019

Nabatieh, Lebanon

Achievements/Tasks

- Responsible for guiding students' parents through the process of registering their children.
- Handled registration paperwork.
- Resolved issues concerned with confused or angry parents.

## SKILLS

Communication skills.

Customer Service.

Creative thinking.

Leadership.

Microsoft Office skills.

Time Management.

Organizational Skills.

## ORGANIZATIONS

MMKN NGO (02/2019 - 05/2021)

Volunteer Support Teacher

Kafarrouman Second Intermediate Public School  
(05/2019 - 07/2019)

Volunteer administrative assistant

## CERTIFICATES

Position Paper Award (09/2016 - 03/2017)

An award won in the Model Arab League (MAL) in the Lebanese American University.

Honors Certificate (08/2018 - 06/2021)

Lebanese American University's honor's program.

HarvardX Online Course in Introduction to Family Engagement in Education (07/2020 - 11/2020)

The course included essays and reflections on issues related to family engagement and involvement in schools for different age groups of students.

Workshop Completion Certificate  
(08/2019 - 06/2021)

Workshops are: Comm-U-nicate, Ace your Interview, and Developing Stronger Relationships through Emotional Intelligence.

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Spanish

Elementary Proficiency

## INTERESTS

Makeup

Baking

Drawing

Acting