

Bayan Rubaie

☎ +961 81 716 815 | ✉ Bayanrubaie@hotmail.com | 📍 Beirut, Lebanon

I am a passionate, reliable linguist who's pursuing opportunities that would help me improve my language and writing skills. Work experience has it that I am a hard-working, fast learner who fits perfectly in a busy environment, be it individual or team oriented.

Education:

2018 – 2020	Bachelor in English Linguistics Lebanese American University (LAU) GPA 3.8 – High Distinction listed
2021 – Present	Diploma in Teaching of English Lebanese American University (LAU)

Work Experience:

2017 – Present	Private Tutor Beirut Providing private sessions in all academic subjects for students of different ages and academic levels.
2019 – 2020	Volunteer Teacher at ROAD Organization Lebanon Providing academic lessons to children in underprivileged areas in Lebanon.
Summer 2020	English Mentor UNHCR – American Lebanese Learning Center (ALLC) Teaching and facilitating an online English language course to school students from refugee communities.
Feb 2021 – Present	Instructional Designer Engleaze.com <ul style="list-style-type: none">- Leading the program of junior learners (levels: Pre-A1, A1, A2, B1).- Developed the Pre-A1 program for adult learners.- Creating English lessons for adult learners (levels: A1, A2, B1, B2).- Creating and designing PowerPoint templates to fit the created content.- Developing syllabi for different age groups and proficiency levels.- Organizing content materials.- Conducting online classes for adult learners.
August 2021 – Present	Internship International College (IC) <ul style="list-style-type: none">- Observing English classes and issuing reports.- Helping the teacher with exam correction and class management.- Occasionally giving regular classes.

Skills:

- **Languages:** Proficient in spoken and written Arabic and English.
- **Computer Skills:** Advanced in Microsoft Suite, LibreOffice, Zoom.
- **Soft Skills:** Communication, time-management, punctuality, research, creativity, planning, and organizing.
- **Hobbies and Interests:** Reading, writing, editing, translating, research, drawing, playing piano, team sports, and learning new languages.

Note:

References and samples are provided upon request.