



FATIMA SALEH

EXPERIENCE

August 2022- Present

English / Math – Cambridge IGCSE Teacher , KMPS – Muscat

- Organizing classroom lectures and coursework
- Preparing materials and activities
- Identifying students with special requirements and creating individualized plans
- Implementing interactive classroom activities
- Evaluating and assessing students' performance
- Providing remedial action plans and activities
- Communicating with parents for better outcomes , etc .

Jan 2022–present

Online English Teacher - SuperProf-USA

- Teaching English to more than 40 students per semester of diverse cultural background.
- Designing a set of audio-visual educational resources to help students develop their language skills.
- Planning educational programs to different cycles starting from cycle one to secondary level.
- Using different teaching methodologies depending upon students' levels and abilities
- Promote interactive learning
- Engage students in creative thinking
- Adapt support/instruction to students' differences in development, learning styles, strengths and needs
- Evaluate students' performances in an objective, fair and timely manner, etc.

October 2021 – October 2022

Community Engagement Worker – WW-GVC/EU (Lebanon)

- Liaise regularly with key stakeholders to build WW-GVC acceptance within local communities and assure their participation in the program implementation
- Organize and moderate meetings with public institutions (Municipalities and Unions of Municipalities, Water establishment), and community engagement sessions with main stakeholders
- Conduct mediation and conflict resolution whenever requested, advising Program Staff for conflict prevention and mitigation;
- Participate and supervise in data collection activities (baseline surveys, monitoring, etc.)
- Plan, supervise and monitor outreach activities (community engagement and awareness campaigns) implemented directly and by local partners;

Muscat
Oman


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Nationality : Australian/
Lebanese

Objective

Well liked professional English teacher of more than 8 years' experience. Have taught English for different stages in class and online in different countries, which includes Australia and Lebanon, following different curriculums with various, and creative methodologies who is aiming to secure a position as an English/ESL teacher and utilize my dedication to foster quality education required for a learners' development.

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- Assist in the production and dissemination of communication material such as banners, brochures, newsletters, social media posts, etc.;
 - Assist in filing and record keeping of program activities (attendance sheets, MOU, etc.);
 - Prepare and submit weekly reports and documentation for activities to the Area Program Coordinator;
 - Collaborate and coordinate with other WW-GVC personnel and departments, including MEAL, finance and logistics.
 - Other assigned tasks, as necessary to the projects and WW-GVC activities.

May2016-2021

ESL Educator – Melbourne /Australia – Inloving Hands Academy

- Plan, prepare and deliver lessons for office groups and individuals (approximate number 70 students).
- Conduct teaching in two different shifts (morning and afternoon each is two hours)
- Design and produce teaching materials such as (curriculums) and adapt existing materials in accordance with students' needs.
- Plan schemes of work and assess students' progress.
- Provide mainstream language.
- Prepare information and other quality assurance exercises
- Create instructional resources for use in the classroom.
- Create positive educational climate for students to learn in.
- Meet student`s course performance goals.
- Create lesson plans and modify accordingly throughout the year.
- Grade papers and perform other administrative duties as needed.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Prepare and distribute required reports and certificates.
- Observe and evaluate student's performance.
- Manage student behavior in the classroom by involving approved disciplinary procedures.
- Writing monthly reports to the Office management to update them of the Students' progress and the difficulties they face.
- Responsible of the multimedia lab where students will practice and develop their language in terms of listening, reading, speaking and writing skills.

Sep.,2010–April, 2016

Primary English Teacher • Lebanon • Al- Mustafa High School

- Established and enforced rules for behavior, and procedures for maintaining order.
- Observed and evaluated children's performance, behavior, social development, and physical health.
- Provided a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Prepared materials and classrooms for class activities.
- Maintained accurate and complete student records as required by laws, district policies, and administrative regulations.
- Prepared reports on students and activities as required by the administration.
- Supervised students in classrooms, halls, cafeterias, schoolyards, and gymnasiums, or on field trips.
- Designed and implemented curriculum structured lesson plans to meet the diverse needs of students.
- Utilized a variety of teaching strategies including collaborative learning, direct instruction, and numerous hands-on activities to increase students' knowledge of math, English, reading, science, social studies, and handwriting.
- Adapted teaching methods to provide students with visuals, hands-on activities, and listening activities to increase their retention of the subject matter.
- Geared lesson plans toward providing real-life examples about the subject matter being presented by including current news articles, guest speakers, and field trips.
- Created and presented lesson plans, as well as administered state-mandated examinations, using MS Word, PowerPoint, Excel, etc.
- Remained organized, keep accurate records for students, and communicate with parents.
- Effectively referred back to archived information as needed.

EDUCATION

LIU, Lebanon-2018

- Masters of Education (Education Management Major)

The Lebanese University -2014

Bachelor in English Literature (Applied Linguistics)

- **Australian Teaching Academy- NSW-2011**

TESOL-TEFL-ESL-EFL Certificate



Granville TAFE –NSW – Australia – 2008

- Diploma in Financial Services (Banking)

SKILLS

- Focus and Self-Control
- Proficient in creative technological methodologies
- Perspective-Taking
- Professional Communication Skills (verbal – written)
- Making Connections
- Critical Thinking
- Self-Directed, Engaged Learning

REFERENCES

[Available upon request.]