

# ALI LAKKIS

Baalbek, Beqaa

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## PROFESSIONAL SUMMARY

Self-directed, enthusiastic educator with a passionate commitment to students development and the learning experience, skilled in the design of challenging, enriching, and innovative activities that address the diverse interests and needs of students. Possess outstanding communication skills, present information in a variety of ways, emphasizing relevance of class material to the world beyond the classroom. Active team member who effectively collaborates with all levels of staff members and establishes quality relationships with students.

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## WORK HISTORY

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| 2019 to<br>Till now | <b>Teacher and IT coordinator</b><br><i>Manner school – Baalbeck</i><br>Mental calculation coordinator and robotics teacher and trainer/ Microsoft teams platform trainer and coordinator / Microsoft form trainer and coordinator.  |
| 2017 to<br>2019     | <b>Teacher</b><br><i>Al-Sayed Abbas Mosaawe School - Baalbeck</i><br>Mathematics teacher for the 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> grade with an average of 20 students per class<br><b>A GENIUS MAP trainer and coordinator for different levels responsible for managing, designing, developing, coordinating and conducting all training programs, mapping out development plans for teachers and individuals</b>   |
| 2016 to<br>2017     | <b>Teacher</b><br><i>National College - Baalbeck</i><br>Mathematics teacher for the 7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> grade with an average of 30 students per class.  |
| 2009 to<br>2016     | <b>Teacher/ Manager assistant</b><br><i>Al Huda School - Baalbeck</i><br>Mathematics and Physics teacher for the 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades with an average of 25 student per class in both Arabic and English languages.<br>Administration assistants performing a wide range of office support duties including data entry, photocopying, filing, typing letters, dealing with mail, keeping records, submitting exam entries, looking after school networks, installing, ordering and maintaining software and hardware security. |

## Math teacher Job description

A mathematics teacher's job description will, of course, vary depending on the grade that is being taught, however, general job duties typically include:

- Planning, developing and executing lessons that reflect the curriculum and the states, core educational standards.
- Adapting mathematics curriculum for individual, small group, and remedial instruction or subgroups of students.
- Evaluating the academic and social growth of students.
- Evaluating student progress and the ability to meet courses standards in mathematically knowledge and skills.
- Establishing and maintaining standards of student behavior.
- Planning and developing lesson plans and teaching outlines.
- Employing a variety of methodologies in teaching and instructing pupils, including demonstration, discussions, and lectures.
- Utilizing educational equipment, such as materials, books, and other learning aids.

2011 to 2016      **Seller / Technical Manager**  
*MTC Touch certified outlet - Baalbek*  
Manage costumer's pre-paid and postpaid lines.  
Manage warehouse of mobiles and technical related items.  
Repair mobiles and tablets in both software and hardware bugs.

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## OTHER EXPERIENCE

2019-2021      **Discovering education**  
**trainer on how to use electronics book (E-book)**  
**Tadamon al nas: volunteer from 2020 till know**  
**and many other teach organizations.**

2008-2009      **Computer Teacher**  
*Al Odabaa school*  
Teaching computer skills for elementary level.

2008-2017      **Private Tutor**  
*Freelancer*  
Teaching Mathematics, Science and languages for intermediate, elementary and secondary students.

2007-2008      **Librarian**  
*Baalback Library*  
Categorize, prepare and catalog library materials and help the individuals find the information they need, analyze and organize collections by subject, using library systems, and specialist computer application.

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## EDUCATION

2002-2008 **Bachelor graduate in Computer Communication Engineering**

From the American University of Science and Technology

2002 **High School – Mathematics third secondary year – Al**

**Hekma school**

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## TECHNICAL SKILLS

- Proficiency in MS: Word, Excel, PowerPoint and Access ☐ Skilled in data entry using ODK
  - Skilled in developing programming software ☐ Good Photoshop designer
  - Skilled in MySQL database ☐ Fast keyboard typing
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## SKILLS

- Calm under pressure ☐ Excellent attention to details
  - Reliable and honest ☐ Adaptable and flexible
  - Organized and motivated ☐ Excellent communicator with people
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## LANGUAGES

Arabic ( Speaking: Excellent – Writing: Excellent)

English ( Speaking: Excellent – Writing : Excellent)

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## HOBBIES

- Traveling ☐ Cycling
  - Reading news ☐ Swimming
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**REFERENCES ARE AVAILABLE UPON REQUEST**