

Dalia Mohsen Moustafa

Shorouk City

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Objective

English teacher with 11 years of experience and one year as English supervisor. To obtain a position where I can maximize my skills to develop the experience and expertise necessary to help further my career with a company that can contribute to my personal and professional growth. A highly sociable person how is at ease with entering partnerships and other teachers and administrators for the expansion, evaluation and improvement of English school programs.

Experience

Dr. Nermin Ismail Language School (NIS)

2010 - 2012

English Teacher

Responsibilities (Preparing lesson plan to help teach students 3 and 4 years-old. Keeping the students interested in learning by creating interactive lesson plan to peak interest. Building students-centered curriculum based on the communicative approach. Charting each student progress periodically and take care of individual differences.)

Al Huda Language School (Kuwait)

2012 - 2013

English Teacher

Responsibilities (Preparing lesson plan to teach student 4 and 7 years-old by creating interactive lesson to peak interest. Using different teaching ways to help my students according to their individual differences.)

Hamel Al Mesk Bilingual Nurseries (Kuwait)

2015 - 2017

English Teacher

Responsibilities (Fostering the intellectual and social development of children ages 2 to 3. Guide students individually and in groups, adapting teaching methods to meet students' various needs and interests. Provide a variety of materials and resources for children to explore, manipulate, and use in learning activities.)

Bait Al Kema Bilingual Nursery (Kuwait)

2017 - 2018

English Teacher

Responsibilities (Delivering creative and interactive activities to average of 25 students between 4-5 years of age. Coordinating field trips for students, with such success. Implementing multiple art related activities that improve students' creative skills as well increase learning motivation.)

My beautiful World Bilingual Nurseries (Kuwait)

2019 - 2020

English Teacher

Responsibilities (Teaching classes with engaging learning activities to 20 students between 2-3 years of ages. Preparing activities that teach students self-reliance and independent learning.)

Al Narjis Bilingual Nurseries (Kuwait)

2020 - 2021

English supervisor

Training new hires. Creating and managing team schedules. Reporting to HR and senior management. Evaluating performance and providing feedback. Identifying and applying career advancement opportunities. Helping to resolve employee issues and disputes.

The International schools of Kenana (American Division).

Administrative coordinator

2022 – 2024

Responsibilities (Organize company documents into updated filing systems. Admission for new comers parent. Distribute incoming mail. Manage and order office supplies. Prepare presentations, spreadsheets and reports. Address employees' and clients' queries via email, phone or in-person. Follow up the teachers through the school system then making a report about them on notion. Creating and designing posts.

- **Liverpool international school**

Science teacher

2024- 2024

I attended a new experiment and challenged myself to discover a new subject for year 4,5 and 6 using the Cambridge framework. Worked on group activities such as creating volcanoes.

- **New Capital English School (NCES)**

Coordinator for the British Division. 2024-2025

Maintaining project documentation, such as reports and plans, controlling schedules, and assigning tasks to team members. Monitor and analyze academic performance data. Managing the overall registration process for checkpoint of IGCSE student.

Education

Bachelor of Arts. Ain Shams University (English department.2010) High school (Armenian Catholic Sisters School) with percentage 84%.

2010

* Completed the Educational Psychological Qualification Course for Teachers. * TOEFL Course. *

International Computer Diving License (Windows, Word Excel, PowerPoint, Internet, Typing)