

Dear Sir,

In my endless commitment to enhance my knowledge and my career path, I would like to have the opportunity to expose myself to new challenges by adding more academic and practical knowledge.

Aiming at joining a reputable entity, to keep up with the standards of excellence acquired. I'm approaching your eminent corporation to suit myself in a capacity that adds more challenge to my career path.

In the attached resume, a comprehensive outlook is disclosed to highlight all what I've been through during my working life, hoping that it will fulfil your requirements.

Sincerely yours,
Heba ZoulGhena

Heba Mohamed Khair Zulghena

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Mohamed El-Mahdy Street, Ard El-Golf, Cairo, Egypt

OBJECTIVE

Prospecting for a challenge opportunity in the educational field where my knowledge, interpersonal skills would be employed& enhanced.

EXPERIENCE

- Aug 2020- Till now Working- American International School Cairo- Egypt
Math Teacher - Math Teacher.
- Sep. 2017- Aug 2020 Hotep American International School Cairo-Egypt
Math Coordinator - Math Teacher.
- Aug. 2016- Aug 2017 Manarat- Elfarouk Language School Cairo-Egypt
Math Teacher.
- Feb. 2016- May 2016 Talaa Elkamal Language School Cairo-Egypt
Math Teacher.
- Dec. 2008- June 2010 Artbeat Media& StudioRoots Co.
3 D Graphic Designer-Editor
- Jan 2008-Nov 2008 Ministry of Comm.& Inf. Technology Cairo-Egypt
Specialized Training Scholarship in Graphics, Multimedia Designs
- Sep 2005-Jan 2008 Talaa Elkamal Language School Cairo-Egypt
Math and Science Teacher.

Job Responsibilities:

In addition to ordinary Teachers Responsibilities, I have the following responsibilities

- Following up Elementary Teachers.
- Following up parents' suggestion and requirements.
- Preparing Exams.
- Organizing Math Fair.
- Organizing Math Competition Day.
- Preparing Quarters' Revision Sheets.
- Preparing Summer Courses' Revision Sheets.

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- Organizing Remedial Classes for Struggling Students.
- Preparing Scope and Sequence.
- Preparing yearly plan (Syllabus Outline) and weekly agenda.
- Preparing Online Material and Online Exams.

Educational Diplomas:

- Feb. 2020 – Mar 2022 Covey Business Academy Cairo- Egypt
Executive MBA Program
- Oct. 2018 – May 2019 Faculty of education- Ain- Shams University Cairo- Egypt
Educational Diploma
- Jul. 2018- Oct.2018 Notting Hill college- Manchester College **UK**
Teaching Methodology Diploma
- Jul. 2018- Oct.2018 Notting Hill college- Manchester College **UK**
Phonetics and Phonology Diploma
- Mar. 2018 Edu Systems International- AIAA **USA**
Innovation approach to student's mindset
- Sep. 2016 Ain-Shams University Cairo- Egypt
Teachers Educational Course
- Jul. 2010- Aug. 2010 Ministry of Comm.& Inf. Technology Cairo- Egypt
E- Learning Diploma

Graphics & Multimedia Programs:

- Jan 2008-Nov 2008 Ministry of Communication. Cairo-Egypt
- 3Ds Max 9 Autodesk Attendance Certification
- Adobe Suite. Adobe Certified Expert
- Feb 2007- Mar 2007 ICDL Certificate

HR& INTERPERSONAL COMMUNICATION COURSES

- Jan 2008-Nov 2008 YAT Education Center. Cairo-Egypt
Business & professional development diploma including:
 - Effective Presentation
 - Business Problem Solving
 - Basic Sales skills
 - Team Participation
 - Time Management
 - Report writing
 - Excellence In Service
 - Software integration

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- Strategic Decision Making - Project management concept
- Advanced Interpersonal Communication

- Nov.,2007 Canadian Training Center of NLP Cairo – Egypt
Assistant Practitioner in NLP
- Oct.,2007 Canadian Training Center of NLP Cairo – Egypt
Diploma in Neuro Linguistic Programming (NLP)

EDUCATION

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- 2007 Faculty Of Science-Ain Shams University Cairo – Egypt
Preliminary M.A
 - 2001 – 2005 Faculty Of Science-Ain Shams University Cairo – Egypt
BSc., Of Science Grade: V.Good.

LANGUAGE

Arabic-[native language]
English – [fluent both speaking& writing]
□ Sep, 2005 TOEFL Certificate American university – Cairo

HOBBIES

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- Reading
 - Doing gymnastics

PERSONAL DATA

Date of birth-[1984]
Nationality-[Egyptian]

References Furnished Upon Request