CURRICULAM VITAE

TAWHEDA MAHMOUD HAMMED
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Personal Details:

- Date of Birth : 08/05/1982
- Gender : Female
- Marital Status : Married
- Nationality : Egyptian
- Visa status : Husband Visa

Career Objective:

I am an efficient and organized professional with extensive experience in Management systems. I possess strong analytical skills and pay attention to detail. This helps me to solve problems and make logical decisions. I have strong written and verbal communication skills. I am currently seeking a position where I can use my skills and experience to add value to an organization and advance my development.

Educational Qualification

- University: Alexandria University – Damanhur Branch.
- Bachelor's Degree of specialty kindergartens.
- Graduation year : May 2003.
- ICDL International Computer driving license.

Experience

- (September 05 2018 - till today) Teaching as year 1 Arabic teacher at **Belvedere British School** Abu Dhabi
- (September 29 2014 - till present) Teaching as FS1 & FS2 Arabic teacher at **GEMS Cambridge International SchooL** Abu Dhabi. Preparing and delivering lessons to a FS classes of different abilities. (Native & Non Native).

- September 25 2013 – September 28 2014 - as class teacher at Bin **Moussa Private School**.

- October 1 2012 – June 30 2013 - as Arabic teacher at **Polaris Private School**.

- September 2010 – June 2011 - as Math and English teacher at **Bin Sina Private School - Egypt**.

- Marking work, giving appropriate feedback and maintaining records of pupils' progress and development.

- Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials.

- Selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards.

- Undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual through academic or personal difficulties.

- Participating in, organizing extracurricular activities such as Social activities, and sporting events.

Training Courses

- A course in autism school Al delesal Egypt from October 19 2007 to November 8 2007.

- The smart Teaching skills and strategies to deal with the learner course

  Teaching and learning strategies in reading and writing.

- Certificate of completion of Professional Development by attending The Arabic Conference Dubai on 7 march 2015.

- Certificate of Effective Lesson Planning and Student Engagement Techniques 27 April 2015.

- Certificate of learning Bloom's Taxonomy Using Bloom in Arabic May 9 2015.

- Certificate of Mastering Classroom Management Using Student Engagement Techniques May 24 2015.
- Certificate of Fundamentals of Differentiation April 11 2016.
- Certificate of Growth Mindset and Flipped Bloom's Taxonomy April 18 2016.
- Certificate of All You Need to Know About Assessments April 25 2016.
- Certificate of Recognition for Gems Cambridge Iftar evening on June 13th 2017.
- Certificate of Completion in student competency framework workshop May 23 2017.
- Certificate for excellence and professionalism in recognition of your efforts and co-operation towards developing an outstanding GEMS Cambridge International School Arabic Department 2016/17.

Languages Known

- Arabic : (Native Language)
- English : (Speaking And Writing good)

Skills & Abilities

- Strong interpersonal communication.
- Good in communication and presentation, Capable of managing tasks and hardworking.
- Punctuality and loyalty & enthusiastic towards my works.
- Believe in learning through interaction with as many people as possible
- Good inter relationship.
- Knowledge in Ms Office, Internet and other Computer applications.

Hobbies :

Writing & Reading