



RANIA AL-SALLAKH

Nationality: Syrian
Place of Birth: Syrian Arab Republic
Birth Date:
15/09/1975



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EXPERIENCE

English Teacher /Scientific Innovation School /Syria

March 2022 - May 2023

- Conversation Classes for primary Stages / Fifth grade "Wonderful World"

Translator /Al-Salam office /Syria

September 2019 - 2022

- Training as English / Arabic translator.
- Developing my Turkish language.

ENGLISH TEACHER /Baraka Bint Yassar /-KUWAIT

September 2004 - 30/6/2019

- plan, prepare and deliver lessons to a range of classes and age groups
- prepare and set tests, examination papers and exercises
- mark and provide appropriate feedback on oral and written work
- devise, write and produce new materials, including audio and visual resources
- organize and get involved in social and cultural activities such as sports competitions, school parties, dinners and excursions
- attend and contribute to training session
- participate in marketing events for the language school
- prepare information for inspection visits and other quality assurance exercises
- Undertake administrative tasks, such as keeping student registers and attendance records.

*Portfolio of workshops is available upon request.

ENGLISH TEACHER / MAMDOOH ABAZA / -SYRIA

September 2002 - July 2004

- Teach English, utilizing the course of study adopted by the Board of Education,

correlated with
other appropriate
learning activities.

- Develop lesson plans, adapt

curriculum to meet individual student needs, and utilize effective teaching techniques in translating lesson plans into productive student learning experiences which best utilize the time available for instruction.

- Good Supervising skills.
- Microsoft office, Internet Explorer, Windows OS. b

OBJECTIVE

To succeed in an environment of growth and excellence & continuously strive for higher achievement in life and establish myself as a perfect and accept challenging work and contribute forward the success of esteem organization by hard work and acquired skills.

SKILLS

- Excellent oral and written communication skills
- Excellent interpersonal and presentation skills
- Excellent knowledge of report building
- Excellent analytical skills

- Provide and maintain a safe and supervised environment in the classroom and on the school grounds.
- Evaluate student's academic and personal growth keeping appropriate records, and prepare progress reports.
- Communicate with parents through conferences and other means discussing academic and personal progress; interpret school programs.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission.
- Conform to District policies, including attendance, absences and evaluations.
- Attendance must be adequate to acceptably perform listed job functions.

***First two years of graduation I've worked in Taiba Group as a secretary, checking data entry and translator.**

EDUCATION

DIPLOMA OF EDUCATIONAL QUALIFICATION

Damascus University -Syria - 2004

BACHELOR DEGREE IN ENGLISH LITERATURE

Damascus University -Syria - 1997 - 1998

COURSES

- ICDL (International Computer Driving License) Syria
- TOEFL / Preparing for IELTS
- Communication skills and team work frame.
- Development of Kuwait curricula