

# MARIAM TAREQ ABD EL-HAMED

ENGLISH SUPERVISOR

## PERSONAL INFORMATION

**Name**

Mariam Tareq Abd El-Hamed

**Birthdate**

19-5-1986

**Gender**

Female

**Residence**

Place of residence

**Nationality**

Egyptain

## CONTACT

🏠 Cairo

☎ +201063386882

✉ Mariamtarek195@gmail.com

## EXPERIENCE

2016 - 2020

**Out Of Books English Book Club foundation**

Owner, Cairo

- Out of Books affords a high quality enjoyable environment for books lovers in a cozy atmosphere where they can share, refresh their minds, relax and improve their English language skills as well.
- Enjoy going through other people's experiences, through reading for different authors from different cultures.
- Learn about English sentence structure, by digging in different writing styles.
- Improve members' comprehension skills.
- Teach the book club members to stand up for themselves, their opinions and their thoughts. Not only that; but also, to be able to justify your opinion with a proof from a text.
- Interact with a group of people fluently. In a healthy and integrated atmosphere.
- Analysis literature and learn more about elements of literature.
- Gain more vocabulary and collocation.
- Introduce critical and creative thinking through analyzing novels and drama, in addition to encouraging members to think out of box and to create their own zone of innovation.
- Finally , it is such a pleasure and joy to bring up a sound generation who will be a cornerstone in our community, and will lead following generations by its turn.

2015 - 2016

**Premier Academy Language School**

English Supervisor, Cairo

- English team leader.
- Design workbooks and booklets to enhance critical thinking and accelerate the Educational process to.
- Design several types of summative and informative assessments in order to evaluate students and follow them up.
- Evaluate, mentor, inspire and coach teachers as the more they improve their skills, the more they benefit school.
- Communicate parents and help them to improve their children level
- Translate Administration documents for the school.

**2015 - 2016**

**Premier Academy Language School.**

English Teacher, Cairo

- Mentor students' progress.
- Help students to get over their fears and weaknesses.
- Encourage students to go through new experiences.
- Assist students to meet the benchmark of their stage.
- Improve methods and techniques of teaching in order to catch students' interest.
- Plan for every lesson, and prepare exams as well.
- Involve hands on activities to improve students' skills and knowledge.
- Design workbooks and worksheets for students in order to practice well.
- Assess Students, including the informative and summative assessments.
- Make smart board interactive lessons, using SmartNotebook.
- Afford reports to reflect students' achievements, by using the Excel application. As it gives and accurate over view about each student.

**2010 - 2013**

**Dar Luqman Al-Hakeem international school.**

, English Supervisor ,Cairo

- English team leader.
- Design workbooks to enhance critical thinking and accelerate the Educational process according to the international standards.
- Determine international curriculum and adjusting it according to the proper Islamic cultural background and atmosphere.
- Manage The Department's events ( PowerPoint presentation for every student per quarter, Science and Departments Fair in addition to the school's wide show).
- Design several types of summative and informative assessments in order to evaluate students.
- Evaluate, mentor, inspire and coach teachers as the more they improve their skills, the more they benefit school.
- Translate Administration documents for the school.

**2010 - 2013**

**Dar Luqman Al-Hakeem international school.**

English Teacher, Cairo

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- application. As it gives and accurate over view about each student.

**2009 - 2010**

**Amgad International Schools.**

English teacher , Cairo

Worked as a Montessori Teacher for kindergarten, in the English Department.

**2006 - 2007**

**MOIC**

MOIC, Cairo

participated in the Model of Organization of Islamic Conference

**2012 - 2021**

**Online Tutoring**

Online Instructor, Cairo

I gave online TOEFL lectures, on a virtual classroom.

**2008 - 2014**

**Company**

English Translator, Cairo

I worked as a freelancer translator; I translated localization audio and written materials.

## SKILLS

### Skill group

Microsoft Office Applications  
Photoshop  
Movie Maker Application

Surfing the internet  
Smart Notebook

## EDUCATION

**2008 - 2012**

### Ain Shams University

Alsun Faculty, English Department, Cairo  
Preparation year for Master's degree in Linguistics Studies

**2003 - 2008**

### Education/course name

Al- Azhar University, Cairo  
BA in English Language and Literature and Translation  
(Good) from Department of English, Faculty of humanities

**2000 - 2003**

### Education/course name

El- Farouq Private School, Cairo  
High School Diploma (sanawya aamah) with (92%)