

# SUZAN AMAIEM

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## OBJECTIVE

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Administrative/Clerical position in order to contribute my 12+ years in this field

## HIGHLIGHTS

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- **Languages:** English, French and Arabic spoken and written
- **Computer Skills:** Word, Excel, Access, PowerPoint, Publisher, Google-Apps
- **Strengths:** Responsibility, Creativity, Organisation skills, Communication skills, Problem-solving, Cooperative Spirit, Punctuality
- **Education and Training** in Accounting and Business Administration / Management

## PROFESSIONAL EXPERIENCE

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### Teaching / Administrative Assistant

2011-2017

*Primary Grades, NCBIS, Cairo, Egypt*

My responsibilities included:

- ✚ Managing the administrative tasks to help the teacher focus on teaching, this task included organizing files, creating documents, photocopying, e-mailing, ordering materials / office supplies, and preparing visual displays
- ✚ Communicating with parents to promote the child's progress
- ✚ Assisting teachers during teaching and assessing activities
- ✚ Planning outdoor activities and events, taking into consideration child learning and safety
- ✚ Preparing reports

### Teaching / Administrative Assistant

2007-2011

*British International School of Jeddah, Saudi Arabia*

My responsibilities included:

- ✚ Typing letters, receiving calls, faxing, photocopying, receiving/sending mail and ordering materials / office supplies
- ✚ Organizing events and activities
- ✚ Communicating with parents to maintain a positive / supportive relationship
- ✚ Assisting teachers during teaching activities

### Administrative Assistant (Level 2)

2001-2004

*King Abdulaziz Medical City, Academic Affairs, Saudi Arabia*

*(Middle East Regional Office of Pre-hospital and Advanced Trauma Life Support Program)*

My responsibilities included:

- ✚ Administrative coordination with different departments to smoothly conduct professional development courses for physicians (more than 50 courses a year)
- ✚ Inviting instructors and candidates including travel and accommodation arrangements
- ✚ Preparation of the courses' budget, paperwork, forms, correspondences, arranging payments and receiving registration fees, updating databases and filing to assure easy running of the courses.
- ✚ Preparing presentations, organising meetings and committees, as well as taking minutes

- ✚ Booking auditoriums and setting-up workstations
- ✚ Preparation of financial and administrative reports, which are used as references for future planning

### **Language teacher**

**1994-1995**

*Ecole Ali Ben Abi Taleb School, Montreal, Canada.*

My responsibilities included:

- ✚ Teaching Arabic to children aged 4-5 years old
- ✚ Planning activities, assessments, preparation of students' files
- ✚ Communicating with parents and organizing events to maintain a positive relationship

### **Administrative Assistant**

**1993-1993**

*Girl Guide Youth Center, Gaboron, Botswana.*

- ✚ Sorting and organising files, completing student registration, organizing activities and exhibitions

### **Classroom teacher**

**1989-1992**

*Modern School, Cairo, Egypt*

- ✚ Teaching kindergarten children mathematics and Arabic

## **VOLUNTEERING**

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### **Administrative Assistant**

**2017-2018**

*St-Antoine 50+ Centre, Montreal*

## **ACADEMIC QUALIFICATIONS**

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### **Employment Training Program**

**2018-present**

*Tyndale St-Georges Community Centre, Montreal*

*\*in partnership with the CREP, Commission Scolaire de Montréal*

### **MBA, Management**

**2000-2002**

*Washington International University, USA*

### **Bachelor of Commerce (Accounting)**

**1985-1989**

*Ain Shams University Cairo, Egypt*

### **Certificate in Pre-school Practices**

**2010-2011**

*National Extension College, UK*

### **Medical Terminology Course**

**2004**

*Riyadh, Saudi Arabia*

### **Microsoft Office Applications**

**1995**

*Montreal, Canada*

### **Computerized Financial Management**

**1995**

*Montreal, Canada*

### **French language "Centre d'orientation et de formation des immigrants"**

**1994**

*Montreal. Canada*