ELHAM AMIN

6550 Sherbrooke west apa#1816 H4B1N6 Montreal Quebec

514-755-6125

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# Professional Summary

Accomplished executive assistant offering 6 years of administrative experience reporting to a CEO and other top executives.

consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks. Proficient user of MS office (Word, Excel and Power point).

# Skills

Enthusiastic Assistant Principal motivated to improve relationships among teachers, staff, parents and students. Friendly, outgoing and able to relate to people of all backgrounds and socioeconomic levels. Offering 13 years in education.

# Work History

**English Instructor**, 12/2018 to current

**BLI Language school --**MONTREAL, Quebec

**English Instructor,** 09/2018 to 12/2018

**Elite college** – MONTREAL, Quebec

**English Instructor**, 08/2006 to 05/2017

# Kish Institute of Science and Technology (Headquarters) -Tehran

* Created daily lesson plans for multilevel adult ESL classes
* Taught lessons encompassing a range of skill-building activities for speaking, writing, reading and listening
* Organized supplementary materials in English for all students
* Conducted small group and individual classroom activities based on differentiated learning needs
* Employed kinesthetic, visual and auditory approaches to make lessons interesting and interactive
* Attended professional development workshops focused on learning goals and classroom management

**Principal Administrative Assistant,** 01/2009to 02/2015

# Kish Institute of Science and Technology (Headquarters) -Tehran

* Interviewed, hired, supervised and assisted school employees and offered feedback through positive methods.
* Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
* Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.

# Education

2012-2015 **master degree: English Language Teaching**

**Islamic Azad University Tehran north branch**

2007-2011 **bachelor degree: English translation**

# Payam-e-Nour university

**Languages**

Persian (mother tongue) English (advanced) French (intermediate)

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TELEPHONE

6550 SHERBROOKE WEST,1886 H4B1N6, MONTREAL, QUEBEC

Dear Sir/Madam,

I am applying for the position of Admission Assistant as seen advertised. I believe the skills and experience I have to offer in this respect will prove to be of considerable benefit to your school.

The experience and skills I have to offer include:

The ability to provide an effective service to all applicants, as well as staff and any external clients and customers, always ensuring that these services are developed and delivered in a timely and efficient manner, meeting the strategic aims and goals of the academic organization.

I have a master’s degree in TESL and 13 years of experience in teaching ESL and 6 years of experience in managing an academic organization admission process in accordance with whatever policies and procedures have been in force.

I have experience in providing administration support, working with a designated team to carry out and implement the academic

organization’s statutory duties.

I am well organized, I have a personable and friendly manner when dealing with admissions students, as well as when dealing with parents and other visitors, both in face to face encounters and when talking on the telephone.

I would like to take this opportunity to thank you for considering me for this position, and I look forward to the chance to expand on my qualifications, experience and skills at interview level.

Sincerely, Elham Amin,

