

#### Hamilton, ON (H) (905) 572-1872 ms.mae.ahmad@gmail.com

# **Professional Summary**

ESL Instructor with 12+ years of experience in Teaching ESL and other subjects to foreign and domestic learners at universities, schools and language centers. Have great enthusiasm for teaching and flexibility to adapt.

- 12+ years preparing teaching materials and outlines.
- teaching wide variety of settings from schools, private training organizations, foreign universities, community centers and private tutoring.
- Professionally fluent in Arabic and English in reading, writing and comprehension.
- Experience teaching online.
- Knowledge of the LINC Curriculum Guidelines and the Canadian Language Benchmarks.
- Engaged in constant professional development and skills upgrading related to teaching and training methodology in ESL.
- Rich experience work with different cultures.

## Work History

Supply Teacher, 04/2022 to current Hamilton Wentworth District School Board- Hamilton, Ontario

- Supply for various elementary and secondary Schools.
- Supply for Adult ESL programme.

Elementary School Teacher to 09/2019 to 12/2022 Islamic School of Hamilton- Hamilton, Ontario

- Taught students in grade 7 Language, math, science, History, and Geography subjects using Ontario Curriculum as homeroom teacher.
- Taught coding to students from grade1 to 4 using websites like code.org and scratch.com

English Teacher 09/2017 to 06/2018 Hamilton Downtown Islamic School- Hamilton, Ontario

- Taught students ranging from grade 3 to grade 6 Language (writing, reading, oral communication, and media literacy) skills using Ontario Curriculum for Language.
- Received training on DRA testing
- Taught Arts (Visual Art and Drama) to students in grade 1 to grade 6 using Art Ontario Curriculum. Accommodated various students reading and writing levels and develop specialized teaching materials. Taught split classes.
- Created appropriate assessments and evaluations tools

## LINC Instructor,04/2016 to current Immigrants Working Centre- Hamilton, Ontario

- Teach a daily literacy class
- Design and provide innovative lesson plans that address the needs of adult newcomers

• Plan appropriate activities to complement curriculum activities

#### English Conversation Circle Facilitator 03/2016 to 05/2016 Mohawk College – Hamilton, Ontario

- Work with students to improve their English conversation skills by helping students develop self confidence in speaking English.
- Help students with the ability to demonstrate study skills techniques and provide feedback and guidance on language production

#### Volunteer ESL Teacher Assistant 02/2016 to 03/2016 Circle Of Friends For Newcomers – Hamilton, Ontario •

Assist in Literacy Classroom (pre-benchmark level) with basic reading and writing skills.

#### English Tutor 01/2016 to 04/2016 Tutor Doctor – Hamilton, Ontario

- Tutor Grade 4 student Grammar, Reading, and Writing skills. Also helping with homework tasks.
- Communicate orally and on reports student's progress on regular basis.

#### Online ESL Teacher 09/2014 to 04/2015 Self-Employed - Dubai, United Arab Emirates

- Provide 4 hours/week lessons via video Skype conversations.
- Teach grade-6 student literacy skills by developing a learning plan for the academic school year.
- Assist in schoolwork by providing extra supplementary materials.
- Create needs, formative and summative assessments to measure initial, throughout and final progressive level.

#### ESL Curriculum Developer 09/2012 to 06/2013 Educational Experts Company – Riyadh, Saudi Arabia

- Design, develop and maintain ESP Medical English courses using Medical English in Use textbook for medical students.
  - Design and develop other training courses on English textbooks such as, Headway -Plus and North Star 3.

#### ESL Teacher 09/2011 to 06/2013 Princess Nora University – Riyadh, Saudi Arabia

- Teach ESL to students in the Preparatory Year Program ranging from levels 1 to 3.
- Prepare and conduct lesson plans using Top Notch, Starting Skills, Fast Track to Reading, Keep Writing book series.

#### ESL Teacher 09/2010 to 06/2011 King Saud University – Riyadh, Saudi Arabia

- Teach ESL to students in the Preparatory Year Program ranging from levels 3 to 7.
- Teach EAP or English for Academic Purposes (academic writing and reading).
- Develop reading and writing materials for the Touchstone Handouts Project.
- Participate in professional development training such as Advanced Smart board through E learning workshops, class management, teaching large classes, and creating a successful classroom.

## ESL and ESP Tutor 01/2009 to 06/2010 LearnON – Hamilton, Ontario

- Assist 50+ University students in preparation for TEFOL examinations.
- Tutor ESP (English for Specific Purposes history, math, and science) to High school students.

• Conduct needs analyses to facilitate and quantify learner outcomes.

ESL and ESP Tutor 01/2009 to 06/2009 Pathway to Education Program – Hamilton, Ontario

- Tutor high school students ESP (English for Specific Purposes) for Math, Science and English.
- Instruct and provided explanations in-group settings and one to one settings.
- Assist in the placement testing as well as monitoring of learners' progression throughout the academic year
- Assist in the creation of daily homework assignments and assigned projects to supplement school curriculum.
- Responsible for reporting students' progress to the program supervisor on a daily basis. Additionally, from the start to end of the program.

	$\sim$		$\sim$	$\sim$	+.	_	$\sim$
_	1			1		<i>(</i> )	rı
_	u	$\mathbf{u}$	C	u		$\mathbf{\mathcal{L}}$	

Full Stack Web Development- Coding Boot Camp, 8/2023 University of Toronto-Toronto, ON

Academic Writing- Certificate of Completion, 12/2022 McMaster University- Hamilton, ON

TESL Ontario Certification of Accreditation (OCELT), 01/2022 TESL Ontario - Toronto, ON

International Certification in Teaching English as an Additional Language (ICTEAL), 01/2022 TESL Ontario- Toronto, ON

Canadian Language Benchmarks CLB Bootcamp Course, 02/2022 Centre for Canadian Language Benchmarks – Online

Introduction to Portfolio-Based Language Assessment (PBLA) course, 02/2022 Centre for Canadian Language Benchmarks- Online

TESL Canada Diploma, 08/2010 International House Toronto – Toronto, ON

**TESOL/TESL Certificate (Specializations in Teaching English Grammar and TEFOL Preparation)**, 07/2010 Oxford Seminars- Hamilton, ON

B.Sc., Bachelor of Science in Life Sciences 09/2006 – 06/2010 McMaster University - Hamilton, ON

# Skills

- Teaching
- Tutoring
- Critical Thinking
- Written Communication
- Academic Integrity
- Professional Standards
- Planning and Outlining
- research
- editing
- citation formats
- Coding