**MAEAHMAD**

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| **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.

Education

**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