



MB



SKILLS

Classroom Management

Lesson Planning

Strategic Learning

Students Evaluation

Work Scheduling

Leadership Skills

Great Communication Skills

Student Coaching

Peer Tutoring

Imparting Lessons

Personal Development

Material Development

Detail-Oriented

Activity Planning

Curriculum Development

Progress Reporting

Students Assessment

Instructional Modification

Regulatory Compliance

Time Management

EDUCATION

Data Wrangling and Visualization
Certificate

Cal Poly Pomona University
Spring 2022

Teaching Assistant Program
Certificate
Cerritos College
Fall 2021

Certificate of Completion of Ask
Mentor Training Session
Cerritos College
Spring 2021

Taking Computer Science Class
2020

Studying English at ABC Adult
School
2018

Personable, tenacious, energetic and versatile educationalist with years of experience, skills and ability in diverse teaching and educational settings. Demonstrated strong lesson planning and imparting skills, along with contributing to a friendly and productive learning environment. Documented success in assisting students to learn mathematical concepts via individual and group tutoring. Proficient in differentiating tutoring modules by taking into account the individual learning abilities of target students. Adept at encouraging and fostering intellectual curiosity by imparting interactive lesson plans. Display an outstanding ability to plan, operate, multitask, organize, coordinate, and implement practices and procedures to bring significant improvements in processes towards the successful attainment of goals.

PROFESSIONAL EXPERIENCE

**Mentoring and Record analyst at Cerritos College
(Success Center)**
2023-2024

1. Serves as point of contact with students and prospective students for services provided by the success center. Participates with center to provide students with useful resources.
2. Researches, interprets, clarifies, and resolves a variety of problems dealing with, but not limited to, enrollment, dropping, student transfer perspective, course class conflicts.
3. Coordinates and participates in the activities connected with success center. Assures that success center services are accessible to students.
4. Maintains tables using data entry screens; maintains charts, runs queries and other reports to facilitate access to and use of student information and meetings data.
5. Analyze and interpret data provided by ASK services and reports to make necessary changes.

Math Tutor | El Camino College

2021 - 2022

Math Tutor | Cerritos College

2019 - 2020

Teacher | USTHB

2013 - 2016

- Teaching Assistant for Statistics, Prealgebra, Elementary Algebra, Intermediate Algebra, and Precalculus
- Comprehended each students' individual needs for understanding complex mathematical concepts.
- Thoroughly went through existing mathematics curriculum and created supportive lesson plans
- Implemented lesson plans to groups of students by concentrating on their abilities
- Promoted a classroom environment that is safe and conducive to learning and instruction

- Created and sent all workshop certificates through email; updated the attendance sheet in the Google Drive after a workshop
- Sent trainers an email every month with a reminder about their upcoming workshops
- Configured a weekly confirmation email to trainers that includes the Zoom link (morning before schedule workshop)
- Created an Excel spreadsheet to keep track of the trainer(s) and monitor for each workshop once they have confirmed

Success Mentor | Cerritos College**2020 - 2022**

- Referred students to the various services that Cerritos College offers, such as Financial Aid, counseling, food insecurity, student health services, and many others; checked and tracked progress of students
- Informed students of the program's services and refer them to the appropriate department or person
- Assisted students in making a successful transition toward fulfilling their academic and career goals



EDUCATION CONTD

Taking English 100 at Cerritos College
2019

Master's Degree – Discrete Mathematics and Optimization
2010 – 2013

English Training at the Language Centre, USTHB
2008/2009

English training at Transfект Languages
2007/2008

Bachelor's Degree
University study in statistics at university of science and Technology USTHB.
2001 – 2005

High School Diploma: Science of Nature and Life
2000

EXPERIENCE CONT'D

- Maintained contact with assigned students and provided support to students as they face the challenges of college life
- Attended several meetings during the semester to get more information about different services provided by the College

OTHER PROFESSIONAL EXPERIENCES

Substitute teacher | USTHB 2008 - 2011 |

Pharmaceuticals Management 2006 - 2007 |

Temporary teacher | CFPA 2005 - 2006 |

Project Graduation to Sonatrach - HYDRA 2004 - 2005 |

GENERAL SKILLS & ABILITIES

- Possesses a positive, energetic and professional attitude
- Achieving goals, creative/strategic thinking and problem solving
- Demonstrated ability to work and perform at the highest standards in complex and demanding environments
- Excellent ethics, hardworking, focus minded and sound organizational ability
- Flexible to change with excellent planning and execution skills and works well within the constraints of tight deadlines
- Control software: Word, Excel, Power Point, Latex, EViews, MATLAB, SPSS
- Control Electronic Platform: Zoom (video Conferencing, Web Conferencing, Webinars)
- Languages: Arabic (native), French (very good), English (very good)
- Hobbies: Reading, Sports, and Travelling