

**MB**

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**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.

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| 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** |

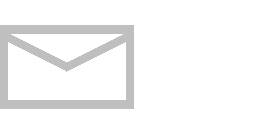
* Teaching Assistant for Statistics, Prealgebra, Elementary Algebra, Intermediate Algebra, and Precalculus
* Comprehended each students’ individual needs for understanding complex mathematical concepts.
* Thoroughly went through existing mathematics curriculum and created supportive lesson plans
* Implemented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

**FKCE (Foster & Kinship Care Education) | Cerritos College 2021 - 2022**

* 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



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**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 Transfect 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 andprovided support to students as they face the challenges of college life
* Attended several meetings during the semesterto 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