Norhan Hassan Hussen

El Zohour st. Garb somid, villa 3. 6th of October

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**OBJECTIVE**

To obtain a position as a teacher or translator that will utilize my educational skills and enhance my knowledge, experience, and skills.

**EDUCATION**

University of the District of Columbia, Washington D.C., U.S.A

School of Arts and Sciences

Major: English

Degree: Bachelor of English, Major: English 2007 - 2010

Cumulative GPA: 3.3 / 4.0

**HONORS AND AWARDS**

* Dean’s List for the outstanding Student Award – Two semesters – Spring and Fall 07.
* A member of the International English Honor Society (Sigma Tau Delta).
* Participated as a judge in the National Model Arab League.
* Completed an online Tutor Training.
* Received a certificate of Navigator Training from African Women’s Cancer Awareness Association .
* Received a certificate of achievement for Fundamentals of English Language Teaching.

**Training**

Fundamentals of English Language Teaching American University in Cairo Feb, 2011-April, 2011

* Learning different teaching methods and classroom management
* Language learning practice and theory
* Classroom assessment
* learning integrated skills

Fundamentals of Translation American University September, 2013- now

* recognizing and practicing the techniques of the translation
* learning different text types of translation

**PROFESSIONAL EXPERIENCE**

Egyptian language school fourth district, 6th of October August, 2016 – 2017

Kindergarten teacher

* Responsible for handling a class of 25 students.
* Teaching them basics such as alphabets, counting, addition, colors, shapes etc.
* Teaching about basics of daily routines and appropriate behavior.
* Coordinating with the parents and updating them about their children's performance and development.
* Maintaining the complete records of students.
* Plan and organize the display school day.

Creative learning center CLC el motameiz, Giza November, 2014- August, 2016

Pre-k Teacher

* Able to engage children in learning environment effectively
* Establish a good relationships between children
* Create fun creative activities and craft to facilitate the process of learning
* Encourage children to learn and understand different aspects and lessons

Futures international school Katamya, Cairo August, 2010 – 2011

Kindergarten Teacher

* Teach basic skills such as color, shape, Numbers, and letters recognition, and social skills
* Observe and evaluate children's performance and behavior
* Instruct students individually and in groups adapting teaching methods to meet students' needs

SED center: The Spanish Education Development Washington, D.C. January, 2010 – April, 2010

English Teacher Assistant

* Worked with adult students to help develop their basic reading and writing skills.
* Assisted students using the English language in the classroom by conversing with them.
* Shared the lesson plans with the teacher. Reviewed and introduced vocabularies.

University of the District of Columbia (Summer Bridge) Washington, D.C. June, 2009 – August, 2009

English Tutor

* Assisted students in grammar and writing skills. Instructed students to be familiar with the university’s website.
* Assisted students in the classroom and computer lab.
* One-to-one tutoring in reading and writing. Helped students prepare for the Accuplacer examination.

University of the District of Columbia (Writing Center) Washington, D.C. January, 2009 – May, 2009

English Tutor

* Created a project to improve the service in the Writing Center.
* Revised and edited academic papers. Guided students in using the computers and Microsoft office.
* Assisted students generate ideas for their essays.

GLN: Global Language Network Washington, D.C. August, 2008 – December, 2008

Arabic Teacher

* Taught adult students how to read, write, and understand Arabic.
* Helped students to understand the Middle Eastern culture.
* Created class materials and lesson plans for the class.

University of the District of Columbia (Career center) Washington, D.C. May, 2008 – June, 2008

Administrative Assistant

* Filed and photocopied financial and other documents.
* Meet and greet clients and visitors.

Cleveland Park Library Washington, D.C. June, 2007 – July, 2007

Librarian Assistant

* Organized the library to look neat for Patrons. Walked around the library helping patrons find resources
* Located and shelved books by the bar code.
* Used the library system to register new books.

**SPECIAL SKILLS AND HOPPIES**

* Good communication skills. Ability to respect different cultures. Patient and open-minded
* Ability to learn new technology, work under pressure and with a team
* Creative writing, and photography.

**LANGUAGES**

* Fluent in Arabic (Native Language)
* Fluent in English