Maria Magdy Michel

6th of October /2nddistrict) |01270966885| Mariamagdy1992@gmail.com

**Objective**

To obtain a position as an elementary school teacher that will utilize my dedication to children's educational needs and development.

**Experience**

**Senior Admin Assistant at WadiDegla club   from October 2015 till the present**

* Meeting the members and supporting them in their inquiries and in solving their complains.
* Sending emails to the CEO in both languages English and Arabic.
* Preparing the needed data for the meetings presented at our club.
* Regulating and Following up the administrative affairs related to the club manager.
* In charge of revising the bills issued from the club manager’s office to the financial department.
* Communicating and liaising with the administrations so as to keep the club in the best image.
* Work as a sales person among sales team responsible for the open days and events that take place at our club.

**English teacher at NewHorizon international school from June 2013 till September 2015**.

* Teaching English to the elementary grades according to guidelines provided by the international Curriculum Framework.
* Writing down reports about each student related to his education level and his attitude in the school So as to inform his parents with in parents meetings.

**Education**

**Graduated from faculty of EL Alsun on May 2013**

* Major: English
* Minor: Spanish & French
* **Ahmed Helmy experimental school from September 2005 till July 2008**
* **Saint Cathrine language school from September 1996 till June 2004**

**Skills & Abilities**

* Excellent in typing on the Microsoft Word
* Very Good in using Excel & Power Point

**Personal Data**

* **Date of Birth :** 1 /7/1992
* **Place of Birth :** Cairo, Egypt
* **Nationality :**Egyptian
* **Marital status** : Married