Maria Magdy Michel

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

# Objective

Seeking a position of Special education teaching to use my strong passion for children’s development, together with skills and experience that will enable me to make a significant difference at your school.

# Experience

**Senior Admin Assistant at WadiDegla club   from October 2016 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 New Horizon international school   from September2013 till July 2016

* Teaching English to foundation stage according to guidelines provided by the international Curriculum Framework.
* Preparing lesson plans in advance that teach core objectives, also showing students how this knowledge is useful in the real world.
* Helping students to understand, speak, read and write in English.
* Modifying assignments and activities to meet the learning needs of the students.
* Retaining student discipline by putting down ground rules and ensuring that they are properly followed.
* 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 what is known by parents meeting.

* Attending special events held by the school and engage with students and their parents in an appropriate, friendly way

# Education

## Graduated from faculty of EL Alsun Ain shams university on May 2013

* Major: English
* Minor: Spanish & French

## Ahmed Helmy experimental school from September 2005 till July 2008

## Saint Cathrine language school from September1996 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