



Lama Nanou

Elementary Teacher

hard-working and passionate elementary school teacher who is committed to providing a well-balanced, supportive and engaging learning environment for all students. Proven ability to teach both small and large groups . organized Assistant manager with 5 years of experience who is able to handle various tasks demands with efficiency.managing Schedules and collaborating with all departments in the educational system.



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SKILLS

Creativity

Schedule management

Effective communication

Handling pressure

LANGUAGES

English

Professional Working Proficiency

WORK EXPERIENCE

Elementary Teacher

worked as a teacher for 10 years in Hussam Abbas Elementary school

2010 - 2020

Achievements

- Taught math,reading and science lessons to classes of up to 30 elementary students,planned lessons,and tailored curriculum and instructions to the needs of individual children.
- Taught general education students as well as individuals with learning challenges and special needs within a mainstream, inclusive classroom.
- Recorded student's progress and regularly communicated with parents and legal guardians on student's performance.
- Maintained a positive and respectful learning environment by enforcing classroom rules.

School Administrative Assistant

worked as an Assistant manager in Hussam Abbas Elemntry school

2018 - 2022

Achievements

- Drafted meeting agendas, Take the necessary decisions on behalf of the principal, follow up the educational process within the classroom, and find appropriate solutions to all problems that may arise.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Managed daily office operations and Received a high volume of internal and external communications, including email and mail.

ORGANIZATIONS

Unicef (2017 - 2021)

Managed and taught classes of 5th and 6th graders in summer semester with students struggling with reading and writing .Committed to engaging students with different abilities and helping them learn and grow.

Greek Orthodox Patriarchate (2017 - 2021)

Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities.

CERTIFICATES

bachelor's degree in Education (2009 - 2010)

ICDL Certification