

Name

email@verizon.net

EMPLOYMENT

January 2007 – Present Name County Public Schools. Long and short term substitute teacher. Currently teaching at various Middle and High Schools in Name County. Created, revised and implemented lesson plans based on the county curriculum. Used several strategies for classroom management including attendance and record keeping, grade recording and the overall organization of the classroom. Utilized different applications including MS Excel, Word, PowerPoint, Outlook, EdLine, and Promethean.

1997 – 2006 Name School of the Holy Child. Teacher/ Office Assistant. Assisted in the Middle School office to supplement income. Used MS Word, PowerPoint, Excel, etc. for both academic and office work. Answered phones, responded to queries from parents, teachers and other personnel. Prepared student comments, lesson plans and reports using MS Word. Tracked and tallied students' grades using MS Excel.

Teacher. Taught Seventh and Eighth grade French. Taught all skills, speaking, listening, reading, and writing. Used current educational approaches. Incorporated current events, cultural activities and other social topics as teaching tools.

Curriculum development: selected, wrote and revised the Middle School French program. Adapted the curriculum to address multiple intelligences and student needs.

School contribution: contributed to many facets of school life. Over 6 years of experience in organization of Middle School French classes in fund raising for charity.

Guest speaker for over 8 years in social studies and religion classes.

Foreign Language Mentor. Mentored and assisted new foreign language teachers.

1996-1997 NameCounty Public Schools, Division of Adult Education.

Taught beginning and intermediate French to adults. Used an eclectic approach to teaching, including the direct method and the counseling-learning approach.

1995-1996 The Embassy of Country, Washington DC.

Administrative Assistant/Translator. Managed the office of the Defense Attaché. Researched information on the Internet regarding defense and technology material.

Acted as the secretary to the Defense Attaché and as a liaison between the Military Office and the Pentagon. Received and screened all calls placed to the Attaché. Managed all correspondence for the Attaché, routed mail requiring action by others. Coordinated schedules of office personnel, managed maintenance of office equipment, ensured payment of contractors and office accounts, and performed other administrative tasks.

1987-1990 The Embassy of Country, Cultural Division, Washington, DC.

Academic Advisor. Administered scholarships for over 150 country students. Counseled and advised students about the university system in the US and Canada. Monitored their academic progress, evaluated transcripts, and assisted them with personal, social, and educational problems. Prepared reports for the Country Ministry of Higher Education on a regular basis. Advised the Academic Committee on individual cases. Acted as a liaison between various university administrations and students. Consulted with university officials on behalf of students. Coordinated the orientation of new students coming from Country.

1985-1987 The Embassy of Country, Washington, DC

Administrative Assistant/Translator. Worked as an Administrative assistant to the Defense Attaché. Translated documents and correspondence from French to English and English to French. Managed the entire office.

1980-1982 International Center for Language Studies, City, ST

French Instructor. Taught French to professionals associated with the International Monetary Fund and the State Department. Taught all levels (beginners, Intermediate and Advanced). Used several teaching methods including the Audio-lingual and the Cognitive-learning approaches as well as the Silent Way.

1984-1985 Association, Convention and Travel, Ltd.

Assistant Manager, Rockville Branch. Organized various travel arrangements for commercial and individual accounts. Made reservations including air, train, hotel and car rentals. Handled billing transactions for clients and corporate accounts. Helped manage the office and communicate with the airline sales representatives. Prepared the IATA travel reports. Used System One computer application.

1982-1984 Travel of Maryland, City, State. Travel Consultant.

Consulted with clients on business and private travel needs. Used PARS and System One computer applications.

EDUCATION

1979-1981 The American University, Washington, DC.

Master of Arts in Linguistics.

The American University, Washington, DC.

Certificate in Teaching English to Speakers of Other Languages.

1977-1978 Ealing College of Higher Education, London, England.

Cambridge Proficiency Course work.

1974-1977 The University of Oran, Oran, Algeria.

Bachelor of Arts in English.

Other Information

US Citizen

Fluent in English, French and Arabic