**Career Objective**

To be employed where my skills and experiences can be put to good use, as an education

professional, teaching coach, a foreign language expert, a curriculum writer and developer, and an Arabic language trainer with wide experience and a demonstrated history of working in professional training and coaching industry.

**Personal Information**

Name: Sara Abed elqader Ibrahim Aleisseh

Birth date: 15 December 1981 Gender: Female

Nationality: Jordanian Visa state: Residency visa

Marital state: Married

**Contact Information**

Email address: sara\_alaiaseh@yahoo.com sara\_alaiaseh@hotmail.com

Mobile: 00971566936778 locations: Mira, Dubai, UAE

**Personal Experiences**

* Freelance- language specialist

Company name: Welocalize

* Freelance-Arabic language trainer for Adult Programs and Curriculum Developer

 Company name: EF (Education First)

 Address: Dubai Date: 2018 to present

* Freelance- Arabic language trainer for adult and children programs and curriculum developer, training specialist

 Company name:

* Cartus Education (supplying services for: PepsiCo, Johnson & Johnson, General Electric, Microsoft, P&G, Land Rover, Coca cola, Boeing, Caterpillars)
* Learn Light (supplying services for: Hyundai, Marks & spencer, Siemens, Canon, IBM)
* Wollongong University
* Holland Park Tuition
* Skyrockets
* various summer camps
* Gems Education (after school activities)
* private classes for VIP

 Address: Dubai Date: 2012 to present

* Arabic teacher for English-speaking children

 Company name: Huroof Arabic Language Center

 Address: UAE, Dubai Date: 2009 to 2012

* English Teacher

Sport Teacher

 Company name: Jordanian Ministry of Education

 Address: Jordan Date: 2005 to 2008

**Education**

* Degree: Master of Education in Learning and Teaching (MEDLT)

Location: Dubai, the British University in Dubai

* Degree: Bachelor of English Language and Literature

Location: Jordan, Al-Hussien Bin Talal University

**Knowledge and Functional Skills**

* Leadership and management
* Coaching/mentoring skills
* High level of computer literacy
* Translating and editing documents
* Accounting skills
* File Management

**Teaching Skills and Experiences**

|  |  |
| --- | --- |
| * Develop and implement curriculums
* Design and develop learning materials
* Write stories, songs, and create plays for children
* Choose the right books, materials, equipment and visual aids to meet student educational needs and district standards
* Evaluate and assess the effectiveness of the content based on interaction with stakeholders and modify programs accordingly
 | * Mentor and counsel new trainers and assist them
* Plan and conduct teacher training programs
* Evaluate teacher performance and effectiveness
* Develop instructional materials to be used by educators and instructors
 |
| * Experience in preparing digital curriculum and e-content using new IT skills and systems
* Experience in online teaching via Zoom, Teams, Blackboard and web pages
* Researches
* Observations skills
 | * Experience in preparing assessments, reports and evaluations to track the student’s achievements
* Experience in writing reports, executive summaries and newsletters.
* Modern Montessori experience
 |

**Personal Skills**

* Excellent organizational and communication skills
* Consulting skills
* Relationship builder, ability to quickly establish credibility, influence and trust with other team members in order to drive better results.
* Independent & self-motivated
* Attention to details
* Good decision-making skills
* Calm under pressure
* Analytical skills & problem solving
* Creativity
* Ability to learn new software programs quickly

**Achievements**

Produced Arabic materials for English speakers

Working on an application for teaching Arabic

**Languages**

Arabic/ native

English

**Interests**

Creative writing, reading, drawing, designing, traveling, psychology