

Summary of Qualifications

- Over 7 years of experience in teaching and training
- Strong background in sketching and concept art
- Proven skills in teamwork, project management and curriculum development
- Demonstrated ability to adapt and work under pressure
- Professional communication skills include fluency in Arabic, English and French
- Computer skills include:
 - MS Office, internet and email
 - Software and hardware troubleshooting

Professional Experience

English Language Trainer

August 2018 – Present

British Council, Algiers, Algeria

- Planned and delivered 100+ (A1, A2, B1, B2, C1) PowerPoint lessons and activities on a par with the British Council's teaching standards
- Learnt how to properly assess students, monitor progress and provide feedback
- Successfully implemented the "Primary+" & "Secondary+" programs packs for young learners into the curriculum
- As Teachers' Representative, involved in conflict resolution, crisis management and communication between the teaching body and the academic team
- Smoothly transitioned into online teaching and delivered interactive, engaging 1h30 lessons using Zoom and the British Council's MyClass platform amidst the pandemic
- As an IT troubleshooting team member, resolved many software and hardware issues within the centre and online

Part-time teacher of English

August 2016– July 2018

LEC Language Center, Blida, Algeria

- Delivered 2h English sessions following the New Headway course for Beginner, Intermediate and Advanced students as part of World Learning's ACCESS project
- Planned and delivered placements tests for students on the 4 skills
- Organised and took part in several school excursions and volunteering projects with the students in collaboration with Les Roses de l'Espoir association (cleaning campaigns, hospitals and schools' refurbishment, food supply for the poor)

Career Counselor

December 2015 – July 2017

Blida University, Blida, Algeria

- Delivered 122 workshops on Civic Engagement and Job Access Tools. The workshops included Leadership, Overcoming Individual Obstacles, Overcoming Collective Obstacles Job Search, CV & Cover Letter Writing and Public Speaking

- Conducted 19 Career Counselling sessions and 60 Psychometric tests for students
- Delivered free English communication classes, debates and competitions for the members of the university's career centre
- Co-founded 3 university student clubs, monitored and took part in their various volunteering projects and local events
- Co-planned and took part in several conferences, job shadowing sessions and fairs
- Trained 15 university associations and scientific clubs, tailoring workshops and training sessions accordingly
- Hosted 2 external trainings from external companies (i.e., ANSEJ, Injaz, El Djazaïr)
- Managed the career centre's online presence and media (Facebook page, email, promo)

Scriptwriter

March 2015 – July 2015

Real Dream Digital, Tizi-Ouzou, Algeria

- Conducted extensive research upon Algerian history, fairytales and folklore
- Liaised with the animation team and created some drafts and sketches for the storyboard
- Wrote the screenplay of a 3D animated cartoon based on a local legend by the name of Mkidech using Celtx software

Volunteering

November 2010 – January 2015

- Co-founder of AIESEC Blida and Team Leader of the Comm & IM department

Education & Training**British Council sponsored training on Employability**

March 2017

John Moores University, Liverpool, England

- Attended British Council sponsored Graduate Employability Strategy Development training

Tamheed program Career Advisor

August 2016

Silatech, Algiers, Algeria

Bachelor of Computer Science

July 2011

University of Blida, Blida, Algeria

CELTA certified ESL teacher

November 2017

British Institute for English, Algiers, Algeria

Achievements

November 2016

- Published a historical mystery short story, as a winner of the French Institute's La Nouvelle Fantastique writing contest, entitled "La Douce Mélodie de la Solitude"