**Ms. Manar Samir Eid**Date of birth: 16-08-1985.

Marital Status: Married

Nationality: Egyptian

Email: Manarsamir2032@gmail.com

Cell Phone :01060404050

#### **CURRICULUM VITAE**

**CAREER OBJECTIVE:**

To seek a challenging career by occupying a suitable position, utilizing my technical skills and experience to contribute towards the progress of organization and at the same time have the prospects for professional growth and development of my career.

**PROFESSIONAL WORKING EXPERIENCE:**

* **UCMAS – Egypt (2012-2020)**

**Course Instructure: Mental Arithmetic system**

**Responsibilities and Duties:**

* Prepare lesson plans that engage, stimulate and instruct students
* Instruct students based on the district-approved curriculum and utilize available instructional technologies in the classroom
* Regularly evaluate student performance, monitoring for achievement of state graduation standards
* Maintain open communication with parents and guardians regarding their student’s progress
* Use disciplinary standards consistent with course guidelines
* Meet state requirements for professional development in education on an ongoing basis
* Participate in the international competitions that held annually by qualifying the students well \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Mental Power (Mental Arithmetic system) – Egypt (2020-till present)**
* Advises, tests, and teaches students audiences in a variety of course subjects.
* Presents and reinforces learning concepts within a specified subject or subject area.
* Answers student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
* Plans, develops and oversees community outreach activities for targeted student populations.
* Prepares appropriate documentation and reports on programs and on student progress.
* Coordinates retention activities including student mentor programs, tutor services, advising, and study skills workshops; plans, develops, and coordinates special events.
* May oversee academic and financial aid/scholarship advisement.
* Performs miscellaneous job-related duties as assigned.

**QUALIFICATION:**

B.Sc. Degree of Accounting

Faculty of Commerce and Business administration – Helwan University- 2007

**TRAINING/LANGUAGES COURSES:**

* Advanced English Course
* Communication Skills Course
* Time Management Skills Course
* ICDL

**LANGUAGES:**

* Arabic : Mother Language
* English : Very Good command of both written & spoken

**SUMMARY OF STRENGTH:**

* Strong computer skills with the ability to write and present reports
* Excellent leadership abilities
* Ability to integrate classroom technology into instructional methodology
* Strong interpersonal communication skills for interaction with students, staff and parents
* Additional training in Common Core curriculum alignment is a plus
* Strong interpersonal and communication skills and the ability to w or effectively with a wide range of constituencies in a diverse community.
* Ability to communicate effectively, both orally and in writing.
* Ability to gather data, compile information, and prepare reports.
* Ability to plan and implement promotional programs.
* Ability to evaluate, design, and implement curriculum, testing, and/or
* teaching methodologies.
* Knowledge of adult learning theory and methodologies.
* Ability to develop and present educational programs and/or workshops.

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