



# Neven Gouda El-Aktaa

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**Address:** Cairo- Badr City, Egypt

**Birthday:** 8/9/1991

**Nationality:** Egyptian

**Gender:** Female

**Marital status:** Married

## Career Objective

Seeking a promising position that offers both a challenging career and a good opportunity for the growth of my experience and knowledge in a challenging work environment.

## Education

Zagazig university.

Qualification: B.Sc. of Education (Arabic section)

Grade: Very Good

Percentage: 81.75%

Graduation Date: May 2012

## Professional Experience

(August 2021-Nov. 2023)

### **\*Teacher at NLS**

- Teaching grade 7, 5 and 2.
- Head of the exam correction committee.
- Writing scripts for plays to serve the educational purposes.
- Preparing and revising booklets that are given to students.
- Preparing a full training program for the newly hired teachers using some aids (smart boards, typing and preparing the exams & booklets).
- Create and innovate aids that are used in Teaching.
- Following active learning methods to deliver information smoothly and efficient.
- Using التعلم الالاصفي technique and trying to deliver information more easily and sufficient.
- Educational games to facilitate delivering the curriculum.
- Carry out remedial sessions for the students.
- Arabic font sessions.
- Preparing admission exams for the newcomer students.

(August 2017-July 2021)

### **\*\*Teacher at EEIS**

- Creating a safe, respectful and inclusive classroom environment.
- Helping students to improve study methods and habits.
- Establishing and communicating clear objectives for lessons and projects.
- Encouraging students to explore learning opportunities.
- Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects.

- Working with students one-on-one when they need extra help or attention.
- Tracking and evaluating student's academic progress.
- Establishing and enforcing rules of behavior for students in the classroom.
- Preparing lessons, units and projects to complete learning objectives.
- Maintaining positive relationships with students, parents, coworkers and supervisors.
- Managing student behavior.

Courses and training at EEIS  
CAC training (2017).

(August 2016-July 2017)

**\*\*Senior teacher at FIS**

- Plan, prepare and deliver lesson plans and instructional materials that facilitates active learning.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology for educational purposes.
- Manage student behavior in the classroom.
- Maintain discipline in accordance with the rules and systems of the school.
- Provide appropriate feedback on work.

(September 2012-July 2016)

**\*\*Teacher at FIS**

- Establish and communicate clear objectives for all learning activities.
- Observe and evaluate student's performance and development.
- Maintain accurate and complete records of students progress.
- Provide learning materials and resources to use in the educational activities.
- Prepare required reports on students and activities.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Prepare classroom for class activities.
- Assign and grade class work, homework, tests and assignment

(2017)

**Technical support at Vodafone**

(from 2010-2012).

During my undergraduate study

Training at ELS "Nasser experimental language school"

## Languages

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Arabic: Mother tongue

English: Fluent (95%) in a course of 30H.

French: Fluent (99%) in a course of 24H.

## Computer skills

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- Microsoft office
- Windows
- Hardware

## Interpersonal skills

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- Communication skills
- Hard working
- Time management
- Leadership skills
- Work under stress
- Creative and confident
- Problem solving
- Ability to work individually & as an effective team member.
- Ambitious, self-motivated, active and reliable.
- Try to increase my work experience and learn more.

## Hobbies and interests

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- Passionate about traveling and discovering new cultures.
- enjoy exploring new places to broaden my horizons.
- Passionate about reading, especially books on personal development, travel and novels
- Passionate about drawing.
- Playing handball, volleyball and chess.

(All certificates & references are furnished upon request)