

Sari Alkhatib

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ABOUT ME

Level 6 TESOL-qualified teacher with more than four years of experience in general English and Cambridge exam preparation (Ket, Pet, FCE, CAE, CPE). An organized professional with proven teaching, guidance, and counselling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

WORK EXPERIENCE

08/2021 - Present

ESOL Teacher, Higher Institute of Languages, Damascus University, Syria

Responsibilities:

- Teach English to Arabic speaking students aged 18 and up.
- Assist in the development of learning materials, prepare schemes of work and maintain records to monitor student progress, achievement and attendance.
- Developing exams, quizzes, and homework assignments.
- Providing timely feedback on student work.

03/2021 - 08/2021

Head of Modern Foreign Languages, Integrated Accounting Centre, Damascus Syria

Responsibilities:

- Responsible for the curriculum leadership and direction and management of staff and resources for the Languages department. In line with the strategic directions of the Centre, this role will further enhance IAC position as an enriching and exciting learning environment within the Parallel Learning model.

03/2021 - Present

Online ESOL Trainer, The Global Academy for Training and Development Ltd-Britain (GATD), Arab International Academy

Responsibilities:

- Preparing and delivering lessons to improve students' reading, writing, and conversing skills.
- Developing educational content such as notes and quizzes.
- Assigning activities to facilitate students' consolidation of learning material.
- Tailoring my teaching style in accordance with students' needs.
- Managing interpersonal dynamics to ensure that the class is conducive to learning.
- Tracking and reporting on students' progress.
- Remaining up-to-date with our learning software.
- Ensuring that my equipment is in good working condition at all times.
- Following national and regional policies for teaching English as a second language.

10/2019 – 03/2021

**ESOL Teacher, ALDIAFAH INTERNATIONAL CENTRE (IHC),
Damascus Syria**

Responsibilities:

- Evaluating student progress and providing ongoing guidance and support.
- Teach English to Arabic speaking students aged 18 and up.
- Coordinate with other language teachers to share learning strategies.
- Work with students who fall behind to bring them on level with the rest of the class.
- Teach three classes each day with an average of 20-40 students each, including beginner, intermediate, upper-intermediate, and advanced levels.
- Establish positive relationships with students, parents, fellow teachers and school administrators/staff.
- Develop innovative classroom activities and games to facilitate comprehension.
- Record grades and assign a fair grade based on grades on assignments and tests.

10/2018 – 10/2019

**ESOL Lecturer, Higher Institute of Dramatic Arts, Damascus
Syria**

Responsibilities:

- Teach English to Arabic speaking students aged 18 and up.
- Assist in the development of learning materials, prepare schemes of work and maintain records to monitor student progress, achievement and attendance.
- Developing exams, quizzes, and homework assignments.
- Providing timely feedback on student work.

04/2017 – 10/2018

**ESOL Teacher, NEW VISION LANGUAGE CENTRE, Damascus
Syria**

Responsibilities:

- Strive to maintain and improve professional competence.
- Perform other duties as assigned.
- Monitor daily attendance and keep up-to-date records and paperwork.
- Develop and implement lesson plans in sync with student's varying educational needs.
- Demonstrate ability to guide the learning process toward the achievement of curriculum goals.

01/2017 – 04/2017

ESOL Teacher, INTERNATIONAL CENTRE, Damascus Syria

Responsibilities:

- Plan and deliver lessons to adults in classes ranging from small classes of 6 to workshops of 25 students.
- Assists the Centre Education Manager in product testing.
- Create, administer, and grade tests to evaluate student progress.

01/2016 – 01/2017

**ESOL Teacher, BALQEES LANGUAGE INSTITUTE, Damascus
Syria**

Responsibilities:

- Plan and deliver lessons to adults in classes ranging from small classes of 8 to workshops of 30 students.
- Establish and enforce rules and procedures which help to maintain order in the classroom.
- Fostering teamwork.
- Use electronic media and EF-developed courseware to teach English efficiently and effectively.
- Teach English to Arabic speaking students aged 16 and up.

EDUCATION

- Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages, **THE UNIVERSITY OF CAMBRIDGE** March-2021
- **OFQUAL Regulated Level 6 Diploma in TESOL (QCF)**, **London Teacher Training College** (In progress)
- **OFQUAL Regulated Level 5 Certificate in TEFL (QCF)**, **London Teacher Training College** May-2019
- **160 Hour Advanced TEFL Certificate**, **TEFL FULLCIRCLE** April-2019
- **150 Hour Advanced TEFL Certificate**, **TEFL UK** May-2019
- **Bachelor Degree in Petroleum Engineering**, **Syrian Private University (SPU)** May-2012

ADDITIONAL SKILLS

- CELTA certified.
- Classroom and online teaching.
- Proficient in computer applications and online classroom.
- Student-centered teaching philosophy.
- Sensitive to cultural differences.
- Strong interpersonal and communication skills, oral and written.
- Knowledge of effective classroom management techniques.
- Excellent understanding of effective and engaging teaching methods.
- Excellent skills in verbal and written communication.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.

REFERENCES

- Antony Turner: Antonyteachertrainer@gmail.com
- Daniel Foyster: danielfoyster@gmail.com
- Amalia Pecs: pecsiamal@gmail.com