



Elia Nakad

29 ~ Lebanese

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DOB: 26/08/1991

English Teacher

COMPETENCIES

• Computer Skills

- Microsoft Word, Excel, PowerPoint
- Zoom
- Microsoft Teams & Forms

• Languages

- Arabic (native)
- English (fluent in speaking & writing)
- French (fluent in speaking & writing)
- Spanish (beginner)

• Translation | Editing

- Translate Arabic and/or French movie scripts, documents and reports to English
- Edit and proofread documents and reports in English

• Sales

- Gym receptionist – manage calls, marketing and promotions, creative content, customer service and mails

WORK EXPERIENCE

Collège de la Sagesse | Section Saint Jean – Brasilia

English teacher ~ September 2016–Present

Teaching grades 3, 4, 5, 6, 7 & 9 the English language as a third tongue.

- Set yearly plans according to the learners' levels and make the necessary adjustments throughout the year;
- Help learners with difficulties reach their full potential;
- Integrate videos, songs, crafts and activities to learn while having fun;
- Prepare tests to assess the learners' acquisition of the information given;
- Engage in the school's curricular and extra-curricular activities and outings.

École Zahrat El Ihsan

Substitute English teacher ~ September 2014–November 2014

Teaching grades 5, 6, and 7 the English language as a third tongue.

- Plan and prepare lessons to meet each grade's level;
- Tackle the four skills (listening/reading/speaking/writing) in order to explain lessons;
- Expose learners to important grammatical rules and common mistakes;
- Prepare tests to assess the learners' understanding of the units explained;
- Assist learners while doing cultural activities organized by the librarian.

École Orthodoxe de Beyrouth Annonciation

Home room teacher ~ September 2013–August 2014

Teaching grade 1 English, Math and Science while integrating these subjects altogether.

- Plan and prepare lessons to meet with the class's vertical progression;
- Observe and encourage children with learning difficulties;
- Supervise group activities inside and outside the classroom;
- Monitor group games (grades 1, 2 and 3);
- Submit articles about activities done at school to be published on the school's website;
- Edit other teachers' articles before submission.

EDUCATION

Lebanese Universities Faculty of Letters and Human Sciences (Branch 1)

MA - level 1 - in English Literature

2015 – 2016

Lebanese Universities Faculty of Letters and Human Sciences (Branch 2)

Professional Communication/ Teaching Diploma

2012 – 2013

Courses taken: Language Editing and Error Analysis, Methodology of Teaching, Teaching and Information Technology, Technical Writing and Professional Communication, Literary Cultural Communication.

Lebanese Universities Faculty of Letters and Human Sciences (Branch 2)

BA in English Literature

2009 – 2012

École Zahrat El Ihsan

Life Science Diploma

1995 – 2009

OTHER SKILLS

- **Sports:** table tennis ~ since 2005
- **Dance:** latin (chacha, rumba, salsa, etc.), hip-hop, reggaeton ~ since 2009
- **Music:** singing ~ since 2000
- **Theater**
- **Cinema**
- **Reading**
- **Crafts & Arts**