





# Mari Frankoul

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-  Armenian



## OBJECTIVE

5 years of experience. To obtain a position as an Arabic Instructional Teacher Assistant where I can maximize my skills to develop the experience & expertise necessary to help further my career that can contribute to my personal and professional growth. A highly sociable person who is at ease with entering into partnerships with other teachers & administrators for the expansion, evaluation, & improvement of Arabic school programs.

## Skills

Teacher Assistant, Teaching, Translator, Classroom Management, Activity and Lesson Planning.

## AREAS OF EXPERTISE

Expert in Arabic language and culture. Strong translation skills. Interactive personality, presentation and report writing skills. Solid comprehensive grasp of the current education initiatives, practices and thinking. Profound knowledge of the foundation stage and genuine enthusiasm for working with children. Extensive command over English language, both verbal and written. Outstanding ability to work in a collegial manner with a diverse faculty

## PROFESSIONAL SUMMARY

An experienced teaching assistant with excellent communication skills who has worked in a classroom with a special need student, able to develop Effective. Working relationships with staffs students and parents, caring and professional with tireless commitment to students learning safety, Health and overall Well-being. Implementing lesson plans and risk assessments, leading large and small group of students, have been trained in Techniques to safety manage. Challenging behavior and have undertaken extensive workplace health and safety training. Am passionate about Working with students and promoting each. Individual student's independence and development.



## Experience

- **Arabic Tutor at Tutoring Club. Dubai, UAE**
  - *Teacher from grade 1 to grade 12* *2021- Present*
  - Teaching Arabic to students of different grade levels: elementary, middle and high school.
  - Tutored students in reading and writing, evaluated performances, identified, and addressed problems areas, interacted with parents.
  - Teaching students conversation, pronunciation, accent reduction, reading, writing, and speaking.
  - Motivated students to learn Arabic language by constantly speaking, writing and reading.
  - Teaching students about the history and culture of the Arabic language.
  - Advising and co-operating with other teachers on the preparation, development, review, and evaluation of schemes of work, teaching programs, materials, methods of teaching and assessment and pastoral arrangements.
  - Using a variety of instructional strategies to provide equity and excellence to students of all level.
  - Prepared lesson plans by following the curriculum guidelines and accommodating teaching methods.
  - Utilized appropriate instructional strategies for developing comprehensive content.
  - Developed thematic language curriculum for each developmental level.
  - Integrated individual assessment of need and actively shared expertise.
  - Displayed high level of ethics and professionalism.
  - Analyzing student learning by using formative and summative assessments.
  - Using technology to transfer learning by incorporating videos and activities online.
  - Maintained accurate instructional and non-instructional records.
- **Emirates International School Meadows. Dubai, UAE.**
  - *Teacher Assistant - grade 1* *2020 - 2021*
  - Tidy up the classroom before and after lessons.
  - Counting students at the time pick-up and drop time.
  - Taking a small group of learners for additional lessons.
  - Planning learning activities & school trips with teachers.
  - Administering first Aid on students in case of emergency.
  - Support the Teacher with marking students' assignments.
  - Assisting the Arabic teacher with teaching the Arabic subject.
  - Regularly giving feedback to the teacher on pupil progress and behavior.

- Preparing class registers and accurately and timely updating learners' records.
- Producing individual learning plans tailored to specific students and their learning needs.
- Liaising with students, teachers, learning mentors, youth workers and peer groups as required.
- Assist teachers during field trips to ensure all students are accounted for during presentations, and lunch stops.
- Distributed tests, monitored testing, and answered questions as needed, and collected and graded tests at the end of the allotted time.
- Helping children with any questions they might have regarding the curriculum and refer them to the teacher when appropriate.
- Communicated with parents on behalf of the teacher when necessary, answering questions, addressing concerns, and scheduling parent-teacher conferences.

## GEMS Dubai American Academy School. Dubai, UAE.

➤ *Learning Support Assistant Teacher - KG1 & KG2* 2017 - 2019

- Learning support in Arabic subject.
- Following up with parent and giving them updated feedbacks.
- Preparation to oversee a child's personal and social development.
- Listening to children read, and reading to them or telling them stories.
- Ability to track classroom attendance, recording and grading of marks
- Using cubes, visual audios, pictures and items to make learning easy and simple.
- Work under supervision of a lead teacher, providing additional assistance and instruction.
- Attend staff meetings; assist in developing the weekly lesson plan & overall program activities.
- Provide essential support to teachers in preschool and school settings, with many class duties.
- Ability to preparation of instructional materials assists with clerical tasks, collect instructional materials, and organize.
- Ability to supervise students during arrival, dismissal, recess & lunch, also to assist with supervision of field trip.
- Ability to work under supervision of a lead teacher, providing additional assistance and arranging documentation.
- Working with children with special needs, such as autistic kids, giving them extra explanation and attention order to help them keep up with the class.

## Rashid Center for Disabled, Dubai, UAE

➤ *Volunteer Assistant Teacher* 2015 - 2016

- Using attractive displays to make it easy and simple learn.
- Participating in a range of lessons from physical to creative.
- Ability to break down instructions into small manageable task.
- Ability to prepare classroom materials basing on Teacher's lesson plan.
- Ability to support the individual with special needs with day to day learning.
- Assisting teacher with supervising students and preparation of materials for planned activities for children.
- Ability to provide support in all areas of the classroom maintaining a clean, safe and cheerful environment.
- Ability to participate one on one with student with behavior problem in both classroom and extracurricular settings, resulting in an improvement of more than 10% in the grades.

## Senses Center for Special Needs, Dubai, UAE

➤ *Volunteer* 2018 - 2019

- Bringing gifts and toys to make them happy.
- Managing incident of challenging behaviors.
- Building strong communication skills to be friendly.
- Ability in creating games and imaginative ideas to cheer them up.
- Loving, hugging and provide extra caring emotionally and physically.
- Ability to assist in physical care of kids including feeding, toileting and other self.
- Ability in opening interactive conversations to build a relation to make a sociable life for them.
- Playing with them and teaching them how to play instrumental music such as Guitar & Recorder.

## Syria Well Drilling Institute, AL AIN, UAE.

➤ *Receptionist & Administrative Assistant* 2011 – 2013

- Coordinating office procedures.
- Resolve administrative problems.

- Receiving, sorting and distributing the post.
- Completing invoices and book keeping tasks.
- Typing developing and maintaining filing systems.
- Writing letter and emails on behalf of other office staff.
- Resolve administrative problems administrative system.
- Provide information to internal colleagues or external enquires.
- Scheduling appointments with clients and dispatching technicians.
- Assisting with administrative tasks, telesales and answering customer inquiries.



## Education

- **ATIKA School, Al AIN, UAE.**

*July 2006*

- High School Certificate.
- Abudhabi University / Present



## Courses & Certifications

- *Open International Academy, International council for online educational standards (icoes.org) certificate, 2017.*
- *Introduction to autism Certificate, free online series educator from the Geneva Autism Center, 2017.*
- *International computer driving license certificate, Al Khwarizmi International College, Al AIN, UAE, 2011.*
- *International business skills certificate, Al Khwarizmi International College, Al AIN, UAE, 2011.*



## Languages

- *Arabic (Mother Tongue)*
- *English (Fluent)*
- *Armenian (Fluent)*

## ❖ References

Available on request

