

Eman ElWardany

IB-MYP English Language and Literature Teacher

Online English Language Instructor

Freelance Teacher Trainer

Contact information:

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Objective:

Currently, I'm seeking a challenging position that best fits my experience and qualifications in an organization that boosts my skills and offers a good long-term career opportunity.

Education:

- I'm currently enrolled in the Training of the Trainers Diploma (TOT) offered by Notting Hill College.
- In February 2022, I completed the British Council's course entitled Teaching Pathways: How to Teach Speaking Training.
- In March 2020, I've completed my course entitled "Using Educational Technology in the English Language Classroom" from Iowa State University via Canvas online platform.
- In August 2020, I've completed my TESOL course from TESOL Canada via Canvas online platform.
- From August 2016 until May 2017, I was a graduate student at the University of Notre Dame, Indiana. I studied linguistics. In Fall 2016, I studied two courses. The first one is *Topics in Linguistics* and the second is *Introduction to American Studies* which was a requirement for my program (as a Fulbright FLTA). In Spring 2017, I took two courses as well. One of them is *Methods in Second Language Teaching* (Minor TESOL course) and *Advanced Academic and Technical Presentations for International Graduate Students*.
- In 2016, I completed my pre-MA diploma in *Translation and Linguistics* at the Faculty of Arts, Alexandria University, Egypt.
- In 2011, I graduated from the Faculty of Education, English Department at the same university.

Academic Positions:

- Since June 2021 till present, I've been working as an Online English Instructor for kids and adults at *Tyro*, Egypt.
- Since July 2021 till present, I've been working as an Online Instructor of Arabic for Non-native Speakers at *Lingua Learn*, UAE.
- Since July till present, I've been working as an Online English Instructor for adults at *GoodDay English*, Slovakia.
- Since September 2017 till present, I have been working as an IB-MYP English Language and Literature Teacher at MySchool International, Muscat, Oman. I currently teach English Language and Literature and I'm responsible for grades 10, 11 and 12. Previously I was responsible for MYP (years 6, 7, 8 and 10). As a member of the English Department at the school, I am responsible for the teaching duties including yearly, monthly and daily preparations, creating exams, designing assessments and assigning various activities for students according to levels and their background experiences within the frame of the IB education and the MYP requirements. In addition, I sometimes help parents when they come to school to enroll their kids. I often guide them through the MYP program's general requirements and standards. In addition, I help organize big events and celebrations at the school including the end-of-the-year graduation ceremony and other students activities. Not only that, but since distance learning has started because of the pandemic, I've been using the G Suite for Education to provide assistance to my students whether online or face-to-face classes. I also use other online platforms such as Zoom, Toodle, Padlet, Mentimeter and Canva to create an unforgettable learning experience.
- During the academic year 2016-17, I worked as a Fulbright Foreign Language Teaching Assistant (FLTA) at the prestigious University of Notre Dame, IN, USA. I worked at the Center for the Study of Languages and Cultures (CSLC). Since receiving that position, I was engaged in several things on campus. First, since I am a native speaker of Arabic, I was responsible for teaching Arabic 201, an intermediate-level course (Spring 2017). I also worked as a Teaching Assistant (TA) to help teach Arabic 102 and Arabic 101 courses. Secondly, I did peer tutoring where I answered students' questions about the language and helped those who struggled with any aspect of it. Not only that, but part of my duties was to share my culture with the American students. Therefore, I was responsible for the Arabic Language Table which used to meet once a week. Students came either to learn more about the Arab world, and specifically about Egypt, or to practice speaking with a native speaker of the language. In addition, I organized several events for cultural purposes to raise awareness about my culture and to help students understand the language and practice it.
- In summer 2015, I worked as a part-time teacher at I Can Read Academy. I taught English to kids between eight and fourteen years old. My work was mainly based on enhancing the students' speaking and listening skills.
- In summer 2015, I worked as a part-time teacher at the Arab Academy for Science, Technology and Maritime Transport. I taught English to kids between six and ten years old.
- In summer 2015, I was responsible for the summer school at Alexandria Language Schools. I was more concerned about teaching speaking and listening through role-play and craft-making.

- In summer 2015, I taught TOEFL iBT for a small group of students at New Horizons Institute, Alexandria, Egypt.
- From Fall 2014 until Spring 2016, I worked at Alexandria Language School, Mandara Branch in Alexandria, Egypt as an English teacher. I taught grades 2 and 3. I represented the school in a conference about new teaching methods and newly-published textbooks. In addition, I helped organize special events and graduation ceremonies held at school.
- From Fall 2012 until Spring 2014, I worked at Leaders Language School in Alexandria, Egypt as an English Teacher. I taught grade 3 then I got promoted and taught grade 9. While teaching grade 3, I tried to enhance the students' listening skills by using a listening textbook entitled "Listening Time 2." which was something new to add to school at that time.
- From Fall 2011 until Spring 2012, I worked at Baraem Taibah Azharian Language School, Alexandria, Egypt as an English teacher. I taught grade 3. I was also responsible for organizing the school's final graduation ceremony.
- During the academic year 2010-11, I attended a teaching training course at Al-Raml Secondary School for Girls as a graduation requirement. I was responsible for teaching English once a week. It was a graduation requirement.
- During the academic year 2009-10, I attended a teaching training course at Al-Raml Preparatory School for Girls. I was responsible for teaching English once a week. It was a graduation requirement.

Grants, Fellowships and Recommendations:

- In summer 2016, I received the Fulbright scholarship for the Foreign Language Teaching Assistant (FLTA) Program at the University of Notre Dame, Indiana, USA.
- In January 2022, I was recommended by the Ministry of Education's office in Muscat, Oman to participate in the correction committee of the Higher Diploma.

Presentations:

- In March 2022, I gave an online training session for English teachers about developing communication skills in English. The workshop was sponsored by Ubuntu Empowerment Global and it was open for teachers and interested individuals globally.
- Since May 2021 till present, I've volunteered to give several sessions online for students about various topics including using technology in the classroom, TOEFL preparation, and free speaking classes. I've been helping teachers of other subjects to improve their English and I've been helping them prepare their classes.
- In December 2020, I gave a presentation entitled "Subject-Group Objectives and Summative Assessment in the IB" at MySchool International.
- In August 2020, I gave a presentation entitled "Language and Learning in the IB programmes" at MySchool International.
- In March 2020, I gave an online session about implementing the G Suite for Education in the online classroom. (After Covid-19)
- During the academic years 2018 and 2019, I've given several training sessions at school on the topic of "Presentation Skills" at MySchool International for both new teachers and students.

- In December 2016, during the annual Fulbright Conference in Washington D.C., I gave a presentation about my experience as an international student and as an FLTA.

Courses, Talks and Lectures attended:

- In January 2021, I received my certificate as a Google Certified Educator.
- In December 2020, I attended the Positive Discipline Special Day by ETCLC. (series of online sessions)
- In January 2020, I attended the face-to-face course about IB MYP education. The course is entitled “Developing the MYP” at MySchool, Muscat, Oman.
- In March 2020, I have taken several online courses listed as follows:
 1. Top Strategies for Teaching Online (studycat.com)
 2. Design an Online Course (Hamdan Bin Mohammed Smart University)
 3. Be an Online Tutor (Hamdan Bin Mohammed Smart University)
 4. Cambridge MENA (Teaching speaking)
- Since September 2017 till present, I have attended several MYP workshops and meetings either at MySchool or on other platforms. I’ve also attended some teacher development programmes with the IB.
- In Fall 2016 and Spring 2017, I attended ten workshops with the Kaneb Center for Teaching and Learning at the University of Notre Dame. They were centered on the process of teaching and learning. These workshops include:
 1. Practice Teaching Opportunities
 2. Teaching techniques to save time and increase engagement in large classes.
 3. Gathering early students’ feedback.
 4. We are ND: Creating Inclusive Spaces.
 5. Engaging students with active learning strategies.
 6. Preparing for the academic job market and interviewing.
 7. Teaching with current events.
 8. Foundations of teaching.
 9. Developing learning goals.
 10. Introduction to course design.
- In February 2017, I attended the English for Academic Purposes (EAP) workshop entitled “Academic Job Interviews”.
- In December 2016, I attended the Fulbright Mid-Year Conference held at the Capital Hilton Hotel, Washington D.C.
- In November 2016, I attended a talk entitled “Gender in Elections” which is a lecture based on the Presidential Elections in the US.
- In September 2016, I attended the talk entitled “Traversing Latin American Broadlands: Identity, Immigration, Integration and Human Rights” at the Snite Museum at the University of Notre Dame.
- In September 2016, I attended a “Conversation with US Supreme Court Justice Ruth Bader Ginsburgh” in the Joyce Center at the University of Notre Dame.
- In August 2016, I attended the Fulbright FLTA Orientation at the University of Notre Dame.
- In August 2016, I attended the Teaching Assistant (TA) orientation with the Kaneb Center for Teaching and Learning at the University of Notre Dame.
- In August 2016, I attended the International Student Orientation at the University of Notre Dame.
- In July 2016, I attended the Fulbright Arabic Orientation in Istanbul, Turkey. It was a five-day orientation where I learned about teaching and education. I also got the chance to meet Professor Mahmoud Al-Batal and Professor Kristen Brustad, the founders of Al-Kitaab the Arabic Language Program and the writers of Al-Kitaab textbook.

- In July 2016, I attended the pre-departure orientation at the Fulbright Office in Cairo, Egypt. It was more of an information session about life in the US.
- In June 2016, I attended the post-selection orientation at the Fulbright Office in Cairo, Egypt. This was after I was notified about joining the Fulbright Team AY2016-17.
- In May 2016, I attended the pre-departure session at the Amideast, Alexandria, Egypt.
- In October 2015, I attended the “Translation Conference” at Cairo University, Cairo, Egypt.
- In March 2015, I attended the “Teaching Seminar” at Mediterranean Azur, Alexandria, Egypt.
- In November 2015, I attended the teaching conference entitled “Innovation in Education” organized by Nottingham College and Pharos University at Hilton Green Plaza, Alexandria, Egypt.

Languages:

- Arabic: Native Language
- English: Nativelike (Valid TOEFL Score)
- French: Novice-High Learner.

Skills:

- Excellent leadership and marketing skills as I’m in the process of starting up my own platform for ESL teachers for giving teacher training sessions, webinars and workshops.
- Online teaching skills
- Cross-cultural skills as a result of traveling and coming in contact with people from different backgrounds
- Attention to details
- Ability to manage multiple tasks within a tight deadline
- Problem-solving skills
- Flexible with working schedule and willing to travel when needed
- Excellent command of creating units and preparing tasks on the *managebac*.
- Excellent command of preparing students’ files/ portfolios (if required)

Community Service:

- In Egypt, I volunteered to work with Resala during Ramadan. Resala is a charity organization that mainly works for helping the needy people.
- When I was an undergraduate student, I volunteered to teach English to orphan kids at an orphanage in my neighborhood.
- In Egypt, I joined people in Alexandria, my home city, in volunteering to paint the city.
- In July 2015, I volunteered for cleaning the summer camp, Bagoush, where I stayed for five days.
- In December 2016, I joined a community service group in Washington D.C. We planted tulip flowers in public gardens.
- In December 2016, I volunteered to help organize the Egyptian Booth at the Culture Fair during the Fulbright Mid-Year Conference in D.C.
- Since my passion for photography never ends, I carry my camera to every non-academic event I attend. I do not call it taking photos, but I call it “documenting people’s very special moments.” I have volunteered, and am still willing to volunteer, to document several events.
- Since I started working at MySchool, I have been volunteering for translation, and extra-curricular activities at school.