**Celine Majdalany**

Lebanese, Single, Born in 1987

Fanar, Metn, Lebanon, 71692641-01680196

**Objective:**

I am looking for an administration (office, personnel, training, etc) or operation (sales, customer service, purchasing, logistics, etc.) position which requires creativeness, communication, organization and initiative.

**Profile:**

* A highly energetic and enthusiastic individual
* Very logical, precise, and analytical, able to work unsupervised or within a team setting
* I also have a solid ethnic background with a professional commitment and responsibility as well as an excellent attitude to deal with people
* Strong interpersonal and organizational skills with a keen ability to multitask a variety of responsibilities

**Education:**

Lebanese University (Faculty of letters and human sciences), Fanar, (Class of 2009)

Graduated with a **Bachelor degree in English literature and language**

Elementary: Sainte Famille Francaise, Fanar

Intermediate and secondary: Notre Dame du Mont Carmel, Fanar (Class of 2005)

Graduated with a **Lebanese Baccalaureate / Sociology & Economics**

**Experience:**

**Sagesse High School,** Fanar, Sep. 2012 – Sep. 2014

***English Teacher / Grade 1***

* Designing the curriculum and report to the head of department 2012-2013
* Being selected as a member in the accreditation committee
* Collecting tests and hand them to the head of committee for evaluation
* Attended professional image workshop
* Attended management skills and techniques workshop
* Observing classroom setting and submitting feedback
* Writing detailed reports about the behavioral progress of students to the coordinator and the head of department
* Holding meetings to discuss the student’s level of performance
* Writing evaluation forms after observing other colleague’s performance and discuss with them the weak and strong points observed

**Abu Dhabi International Private School,** Sep.2010 – Jun. 2012

***Homeroom Teacher / Grade 1***

* Worked as a homeroom teacher in the elementary department.
* Yearbook and event committee member (Sleeping Beauty, 100th Day of School, Go Green day, Crazy Hair day, photography club…etc.)
* Holding many parent-teacher conferences.
* Working on weekly and monthly progress reports for every student.
* Submitting report cards upon end of each term.
* Observing classes given by new teachers and writing a feedback.
* Helping new colleagues by giving them the right lessons and adjust their contents in order to meet the student’s needs
* Obtained certificates of attendance at the Second Annual International Education Symposium (IEO) in collaboration with Abu Dhabi Women’ s College, UAE, American University of Beirut(AUB) and higher colleges of technology, UAE (2010-2011)

**SAS for Teaching,** Rabiyeh, Lebanon, 2008-2009

***Tutor***

English private tutoring sessions

**Hennes & Mauritz,** Achrafiyeh, Lebanon, 2008-2009

***Indoor Sales Representative***

**City Mall,** Dora, Lebanon, 2007-2008

***Indoor Sales Representative***

**Ipsos Stat,** Beirut, 2005-2007

***Phone Survey Worker***

Data survey/collection and analysis

**Highlight of Competencies**

* Exert effort and perseverance toward attaining goals.
* Setting high standards, paying attention to details, working well and displaying a high level of concentration and professionalism
* Demonstrate excellent understanding, friendliness, adaptability, empathy, and politeness towards colleagues and clients.
* Work well with a variety of ethnic, social, or educational backgrounds.
* Work cooperatively with others and contributes to group effort with ideas, suggestions, and effort.
* Manage time effectively.
* Listen carefully and understands and responds to listener feedback.
* Develop a strong rapport with students/clients and establishes trusting relationships
* Maintain open and professional communication with parents/clients and keep them informed of what is going on in the classroom as far as curriculum, discipline, and other issues.

**Languages proficiency:**

Fluent in Arabic, French, and English

**Hobbies / Interests**

Film, writing, music festivals, art, cooking, travel