

# HAZEM HELAL

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Location: Jeddah, KSA.



## OBJECTIVE

Dedicated, highly competent, and compassionate professional armed with a strong educational foundation. As an enthusiastic **English Teacher (IGCSE)**, I am committed to creating an enjoyable, inviting, and dynamic learning atmosphere. I implement innovative methods to motivate students to learn the English language and gain a deeper understanding of Literature. With a focus on promoting individuality, student growth, and positive reinforcement, I have excelled in working with students from diverse cultures. My keen attention to detail and proven ability to multitask in fast-paced environments demonstrate my dedication to operational excellence. As a skilled ESL Instructor, I am well-versed in using effective and efficient teaching methods tailored to meet the unique needs of each student. I am currently seeking a position that offers opportunities for self-improvement and professional growth.

## PROFESSIONAL EXPERIENCE

### English Language Teacher (Full-time)

Al Maktashef International School – Jeddah, KSA.

August 2024 – Present

- Lesson Planning and Delivery:**
  - I meticulously prepare lesson plans aligned with state standards, ensuring engaging and effective teaching.
  - In the classroom, I cover English literature, grammar, writing, reading comprehension, and vocabulary for high school.
- Assessment and Feedback:**
  - I evaluate student assignments, essays, and projects, providing constructive feedback.
  - Regular assessments help track their progress.
- Classroom Management and Communication:**
  - I maintain a positive learning environment, manage behavior, and enforce school policies.
  - Consistent communication with parents and guardians keeps them informed about student progress.
- Professional Development:**
  - Staying current with curriculum changes and teaching methods ensures effective instruction.

## **English Language Teacher (Full-time)**

**Mansoura College British School – Mansoura, Egypt.**

**January 2021 – August 2024.**

- Taught English language to young learners (Primary and Teenagers) at different levels
- Designed communicative teaching activities to help students improve language skills
- Observed experienced teachers and tutors to gain more knowledge and experience
- Observed by senior teachers to receive constructive feedback on my teaching
- Created lesson plans for conversation courses and extra sessions
- Attended regular input sessions for professional development
- Maintained student records including attendance, progress, and report card grades
- Maintained classroom structure, discipline, and rigor while keeping students engaged
- Created a learning environment that sharpened student ability in writing and critical reading skills while providing support for the growth of each student
- Improved instruction methods by using a variety of assessment tools and strategies
- Gave one-on-one attention to each student while maintaining overall focus on the entire group

## **English Language Teacher (Part-time)**

**AlWaha Academy – ElMahalla ElKobra, Egypt.**

**August 2018 – February 2020**

### **Responsibilities**

- Taught English language to young learners (Primary and Teenagers) at different levels
- Maintained student records including attendance, progress, and report card grades
- Maintained classroom structure, discipline, and rigor while keeping students engaged
- Tutored students at home seeking additional guidance with course work
- Improved instruction methods by using a variety of assessment tools and strategies

## **ADDITIONAL EXPERIENCE**

### **Teaching Assistant (Trainee)**

**Salah El-Deen Language school - ElMahalla ElKobra, Egypt.**

**September 2019- February 2020**

### **Responsibilities**

- Planning lessons, facilitating classroom activities, and collaborating with partner teachers
- Established, maintained, and developed positive relationships with students, parents, administration, and faculty to ensure an environment of open communication and to provide a united front in terms of student success
- Observed experienced teachers and tutors to gain more knowledge and experience

## EDUCATION

### Bachelor of Arts and Education – English Language and Literature and Teaching Methodology at University of Tanta – Tanta, Egypt

- **Attained an overall grading: *Very Good with Honors Degree (Superior)***
- The modules covered in the degree course included the following:
  - Science of Language, Grammar, Phonetics, Translation and Essay Writing
  - Civilization, Drama, Novel and Short Story, Poetry, and Criticism
  - Language Teaching Methodology, Psychology, and sociology

## PROFESSIONAL DEVELOPMENT COURSES COMPLETED

<i>Course / Certificate</i>	<i>Institute</i>	<i>Date</i>	<i>Grade</i>
<b>TESOL</b>	Arizona State University and offered through Coursera	December 2020	Pass
<b>Microsoft Innovative Educator Expert</b>	Microsoft Education	2022-2023	Excellent
<b>TEFL</b>	Teacher Record	February 2024	Distinction
<b>TKT</b>	British Language Centre	May 2023	Pass
<b>Get Interactive: Practical Teaching with Technology</b>	University of London, offered through Coursera	January 2021	Excellent
<b>Improve Your English Communication Skills</b>	Georgia Tech Specialization consisted of 4 courses offered through Coursera	February 2020	Excellent
<b>Take Your English Communication Skills to the Next Level</b>	Georgia Institute of Technology and offered through Coursera	March 2020	Excellent
<b>Teaching Character and Creating Positive Classrooms</b>	Relay Graduate School of Education and offered through Coursera	February 2021	Excellent
<b>English for Business and Entrepreneurship</b>	University of Pennsylvania and offered through Coursera	February 2020	Excellent
<b>Learning How to Learn: Powerful mental tools to help you master tough subjects</b>	McMaster University and University of California San Diego and offered through Coursera	April 2020	Excellent

## SHORT COURSES COMPLETED

<i>Course</i>	<i>Date</i>
<b>Cambridge Hodder Education Development Program</b>	February 2023
<b>Cambridge Live Educational Webinars</b>	October 2022
<b>EDRAAK – English Conversation skills – 3 Modules</b>	April 2020
<b>HP LIFE e-Learning. Course on " Effective Leadership " and " Success Mindset "</b>	February 2020

## LANGUAGES

**Arabic** – Mother tongue

**English** – Advanced (C1 level)

## COMPUTER SKILLS

Proficient user of *Microsoft Office* under the Windows environment.

## TEACHING SKILLS:

### Classroom Management

- Oversee student behavior and engagement
- Direct lessons, activities and feedback
- Curate an orderly learning environment
- Support student learning and development

### Course and Lesson Design

- Write clear, specific learning objectives
- Establish student needs and learning preferences
- Plan structured yet engaging lessons tailored to students
- Develop assessments to track progress

### Subject Knowledge

- Facilitate student interactions to build understanding
- Guide practice of written and oral communication skills
- Focus instruction on language use and accuracy
- Select appropriate content and accurately grade work

### Instructional Technology

- Develop multimedia learning materials
- Leverage available tech tools and online resources
- Skillfully operate interactive displays and equipment
- Organize the physical and virtual classrooms