

# Brihan Nadim

English Teacher

 Cairo, C, -

 01091234546

 Brihan.amr96@gmail.com

Dedicated Educator focused on supporting faculty with classroom needs. Successful at maintaining clean and organized supplies, as well as planning activities and leading field trips. Excellent tutor, record keeper and multitasked. Coordinated and diligent activity coordinator skilled in student behavior management and redirection. Supports faculty and classroom needs with proactive and diligent approach. Passionate about helping students and offering proven skills developed over 3 years of related experience. Proficient in school standards and strategies to optimize learning for students. Teacher Assistant with extensive background as Teacher Aide. Excellent skills building nurturing safe learning environments for K-12 student groups. Excels at written and verbal communications coupled with in-depth knowledge of classroom activities and teaching methods. Outstanding skills preparing lessons, providing materials, and supervising students.

## Skills

Group and individual instruction	■ ■ ■ ■ ■
Progress reporting	■ ■ ■ ■ ■
Classroom Management	■ ■ ■ ■ ■
Field Trips	■ ■ ■ ■ ■
Attendance	■ ■ ■ ■ ■
Materials Preparation	■ ■ ■ ■ ■
Small Group Supervision	■ ■ ■ ■ ■
Elementary education	■ ■ ■ ■ ■
Student records management	■ ■ ■ ■ ■
Differentiated instruction	■ ■ ■ ■ ■
Special education	■ ■ ■ ■ ■
Project organization	■ ■ ■ ■ ■
Relationship development	■ ■ ■ ■ ■
Supervision	■ ■ ■ ■ ■
Problem resolution	■ ■ ■ ■ ■
Team management	■ ■ ■ ■ ■



## Work History

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2018-10 - 2019-10

### Teacher's Assistant

*BCCIS, Cairo*

- Supported instructor with test administration, curriculum development and assignment grading.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, objectives and philosophies.
- Assessed student assignments to check quality and completeness before submission for grading.
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Organized classroom materials to help teachers prepare for daily instruction and activities.
- Supported student learning objectives through personalized and small group assistance.
- Reviewed lesson material with students individually or in small groups.
- Supervised residential and day treatment children during class and on field trips.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Collaborated with teachers for lesson preparation by preparing materials and setting up equipment.
- Assigned grades for coursework and tests using answer key, recorded results and informed teacher of performance.
- Documented student progress and communicated with parents to keep informed.
- Worked with lead teacher to monitor class schedule and take attendance.
- Assisted lead teachers with lesson plan creation and materials development .
- Helped teachers recognize learning issues evidenced in one-to-one support instruction.
- Attended training classes, parent conferences, and faculty meetings to stay up-to-date on student progress.

2017-06 - 2018-09

### Resolution Team Agent

*Vodafone UK, Cairo*

- Increased customer satisfaction by resolving issues.
- Maintained excellent attendance record, consistently arriving to work on time.

- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Drove operational improvements which resulted in savings and improved profit margins.

**2018-03 - 2018-08**

## **Art Teacher**

*Crayola, Cairo*

- Impacted lessons positively by incorporating smart boards, computers, games and music into classroom.
- Developed appropriate curricula dependent on age group and education level.
- Observed pupils' work to determine student progress or make suggestions for improvement.
- Created dynamic group projects to teach collaboration and teamwork.
- Helped students manipulate variety of media to express emotions, feelings, attitude and intent.

**2017-11 - 2018-03**

## **Business Development Manager**

*Petro Power , Cairo*

- Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit.
- Identified key products, services and customers and used data to devise innovative sales and marketing plans enabling dramatic growth.
- Established relationships with key decision-makers within customer's organization to promote growth and retention.
- Capitalized on industry and marketplace trends to strategize solutions and enhance business operations.
- Streamlined operational efficiencies by delivering recommendations for knowledge-based processes and procedures.
- Coordinated innovative strategies to accomplish objectives and boost long-term profitability.
- Developed and promoted successful company sales and account management personnel into leadership positions to drive company growth.
- Developed and implemented favorable pricing structures balancing firm objectives against customer targets.
- Collaborated with company departments to develop new strategies to capitalize on emerging customer and market trends.

**2017-04 - 2017-06**

## **Billing and Charge Agent**

*Vodafone UK, Cairo*

Customer Service agent

- Increased customer satisfaction by resolving issues.
- Maintained excellent attendance record, consistently arriving to work on

time.

- Resolved conflicts and negotiated mutually beneficial agreements between parties.

**2016-08 - 2017-04**

### **English Teacher**

*Bonbon Nursery | Heliopolis, Cairo*

I was fully in charge of almost 12 kids of the age 3-4. In those 12, 2 of them were suffering from a mental instability called {autism and dyslexia}. I was not only in charge of keeping them safe but also of teaching them the English language.

**2015-01 - 2015-06**

### **Chef**

*Khan Zidan , Cairo*

I was a morning chef. I was responsible for all the orders during the morning shift, and also I was in charge for getting the materials ready for the following shift.



## **Education**

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**2014-12 - 2015-01**

### **High School Diploma**

*Egypt British International School - 5th District*