**Shahira Sherif Radwan**

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**OBJECTIVE**

Seeking a position in an international school that will utilize my strong dedication to children’s development and their educational needs, and maximize my teaching experience, with the intent to build a long-standing teaching career.

**EDUCATION**

**Masters of Arts in Teaching & Curriculum (MATC),** Michigan State University, USA, 2020-Present

* Major: Education Psychology
* Intended Date of Graduation: June 2022

**Tribes Training,** Al Bayan Bilingual School, Kuwait, 2019

**Advanced Placement Summer Institute (APSI),** Florida International University- Biscane Bay, USA, 2019

* APSI training in AP Psychology

**Teaching Certification,** The American Academy, Cairo, 2018-2019

* Teaching Knowledge Test (TKT), Cambridge University
* Teaching English as a Foreign Language (TEFL), The Atlanta Institute

**CFA candidate, Level 1,** The CFA institute, 2016

**Bachelor of Arts,** The American University in Cairo (AUC), 2008 – 2013

* Major: Political Science
* Concentration in International Relations
* Minor(s): Business Administration & Egyptology& History
* Date of Graduation: Fall 2012

**Thanawiya Amma (National High school Degree)**, B.B.C International School, 1995 – 2008.

* Science Section
* Graduated in 2008
* Language of instruction: English

**WORK EXPERIENCE**

**Humanities Teacher,** Al Bayan Bilingual School, Kuwait, 2019 – Present

* Creating weekly lesson plans and teaching using the provided plans to utilize teaching time effectively
* Prepare classroom displays to engage the students and complement the written materials
* Marking exams in accordance with the material and schedule provided by the department
* Managing disciplinary and student performance issues as needed
* Establishing an inclusive learning environment and supporting academically low-performing students, by helping them improve and providing motivation to reach their full potential
* Supporting other co-workers by substituting when needed, proctoring exams, and/or monitoring the students during lunch or while boarding the buses
* Attending training sessions to remain up to date on e-learning options and systems provided at the school
* Completing community service hours to show support and be involved with the students’ extracurriculars
* Provide recommendation letters to graduating students
* Teach AP Psychology according to college board standards
* Creating a curriculum that matches the school’s goal and strategies using the standards based approach

**Social Studies Teacher,** International School of Choueifat 6th of October, Egypt, 2017 – 2019

* Creating weekly lesson plans and teaching using the provided plans in order to utilize the school’s point system effectively
* Prepare classroom displays to engage the students and complement the written materials
* Marking exams in accordance with the material and schedule provided by the department
* Discussing disciplinary and student performance issues with the department head(s) as needed
* Implementing the school’s teaching system to ensure an environment conducive to learning in the classroom
* Supporting academically low-performing students, by helping them improve and providing motivation to reach their full potential
* Supporting other co-workers by substituting when needed, proctoring exams, and/or monitoring the students during lunch or while boarding the buses
* Preparing programs for students’ extra-curricular activities intended to raise their awareness of their community and/or nurture skills or hobbies

**Business Enhancement Specialist, Corporate Banking Group,** Commercial International Bank (CIB), Egypt, 2015 – 2017

* Continuous monitoring of the assigned accounts and preparation of relevant transactions to accommodate clients’ business and information requirements on a daily basis
* Assist in achieving targeted migration for e-banking products
* Communication and follow-up with Central Operations as well as various departments, to ensure that customers’ daily transactions have been properly and promptly executed according to approved facilities’ terms and conditions
* Accommodate customers’ daily business requirements communicated to the bank via various channels.
* Prepare Periodic Internal Reports

**Capital Market Specialist, Custody Operations,** Commercial International Bank (CIB), Egypt, 2015

* Settlement of Securities & Cash transactions with sub- custodians, brokers and depositories
* Handle customer’s records & taxes for Treasury Bills in both Primary & Secondary Markets
* Handle the activities of securitization portfolios issued in the local market

**Senior Business Analyst, Operations Excellence Unit,** Commercial International Bank (CIB), Egypt, 2013 –2015

* Enhance and improve standard processing times for operations units
* Support operations units in process re-engineering initiatives
* Enhance internal and external customer experience
* Conduct quality reviews for all operations units on monthly basis
* Conduct monthly visits to operations units to verify process flows and standard processing times
* Improve turnaround time performance for process flows
* Design end to end process flows for operations units

**Graduate Trainee, Human Resources Department,** National Bank of Abu Dhabi (NBAD), Egypt, 2013

* Worked in the Learning & Development Unit
* Assisted in managing summer undergraduate training
* Assisted in preparing for training courses for bank staff

**Trainee, Corporate Marketing (DCMA),** NSGB, Egypt, 2012

* Assisted in conducting market research

**Course Assistant, Political Science Department,** AUC, 2011

* Worked with Dr. Abdel Aziz Ezz EL Arab, Professor of Economics and Political Economy at AUC (Spring 2011)
* Worked with Dr. Riham Bahi, Professor of Political Science & International Relations at AUC (Fall 2011)
* Contributed in selecting course material
* Performed administrative tasks
* Assisted students with course work

**Student Leader, Youth Summer Program,** AUC, 2010-2011

* Supervised students of different age groups (6-15 years old)
* Co-ordinated activities with other leaders and/or instructors
* Promoted personal leadership and collaboration skills

**ACTIVITIES**

**Student Senator, AUC Student Senate,** AUC, 2012

* Represented the political science constituency to the university administration, department administration and professors
* Conveyed student complaints to the department and administration
* Worked with the department chair and professors to deal with student comments, complaints and suggestions

**Member, Cairo International Model United Nations (CIMUN),** AUC, 2009-2010

* Member of the security council (2009-2010)
* Participated as a delegate of Japan
* Collected extensive information on Japanese economy and political system
* Expanded research and debate skills

**Booth Manager, Foreign Students Association,** AUC, 2008

* Responsible for the association’s PR and advertising
* Contributed in organizing activities for foreign students

**Joined AUC’s Junior Summer Program** (1997-2005)

* Participated in Model U.N as a delegate of Spain and Albania
* Improved computer research skills

**COPMUTER AND LANGUAGE SKILLS**

* Fluent in both spoken and written English and Arabic.
* Working knowledge of French.
* Excellent use of both operating systems (PC and Mac).
* Good knowledge of MS Word, PowerPoint, Excel and Visio.
* Completed The International Computer Driving License (ICDL) course.
* Excellent internet research skills
* Trained to used various online teaching channels (Zoom, Pro profs, hangouts…etc.)

**TRAVEL EXPERIENCE**

Travelled to the United States, Kuwait, Germany, France, Holland, Denmark and Canada

**PERSONAL INFORMATION**

Date of Birth: January 17, 1992

Place of Birth: Cairo, Egypt

Nationality: American

**REFERENCES**

**Manaad Safrani: (most recent)**

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