



ADDRESS:

2 Ellman st, Agamy,
Alexandria, Egypt.

TELEPHONE:

+201283509573

E-MAIL:

[mahaseleem7972@
gmail.com](mailto:mahaseleem7972@gmail.com)

DATE OF BIRTH:

January 20, 1979

NATIONALITY:

Egyptian

LANGUAGES:

Arabic: Native
language.
English: Excellent.
Italian: Good.

IT SKILLS:

Word, Excel, Power
Point, Publisher, etc.

**INTERESTS &
HOBBIES:**

Swimming, tennis,
reading, and
traveling.

CURRICULUM VITAE

MAHA AHMED SELEEM

Qualifications:

- *Bachelor of Arts in Philosophy* (2000)
Faculty of Arts
Alexandria University

Work Experience:

(1) Head of English department

Heliopolis language schools . (since Sep. 2017)

English Department's Vision Statement

The English Department at Heliopolis language Schools is dedicated to fostering student success by providing a solid academic foundation and maximizing intellectual potential in each individual within a nurturing yet academically challenging environment.

English Department's Mission Statement

As a result of having been in English classes from the first through twelfth grade, Heliopolis Language School students will communicate effectively, access information by various means, think critically and problem solve in a timely manner, successfully meet state standards, and will achieve success through efficient organizational and time management skills. The rich educational experience provided by the English Department will produce young adults who will become active, fulfilled, and positive contributors to the community who will be prepared for entry into the workforce and/or continued education.

(2) OXFORD UNIVERSITY PRESS (UK)

Technical reviewer

(since 2015- till 2020)

. Revising the new proposed materials to be published by Oxford University Press for schools

- to meet the Egyptian National Standards
- to meet the teachers' expectations in terms of language level and activity types
- to assure that the material is a Middle East culture-friendly; does not contain any cultural sensitive contents.

(3) Supervisor of English

Roots National Schools

(September 2008 – August 2015)

This is a full-time post with the following responsibilities:

1. Devise the school yearly plan including syllabus distribution, students' assessment, teacher assessment and professional development.
2. Conduct Teacher Training Sessions for the English language teachers.

(4) Teacher of English.

Dar ElElm language School

(September 2000 – August 2008)

This is a full-time post with the following responsibilities:

Teaching and assessing students in primary and middle stages English language

Advanced Training Courses

***Oxford Teachers' Academy Course**

Teaching Very Young Learners

Professional Development Programme 2016

***Oxford Teachers' Academy Course**

Principles of Teaching Young Learners

Professional Development Programme 2015

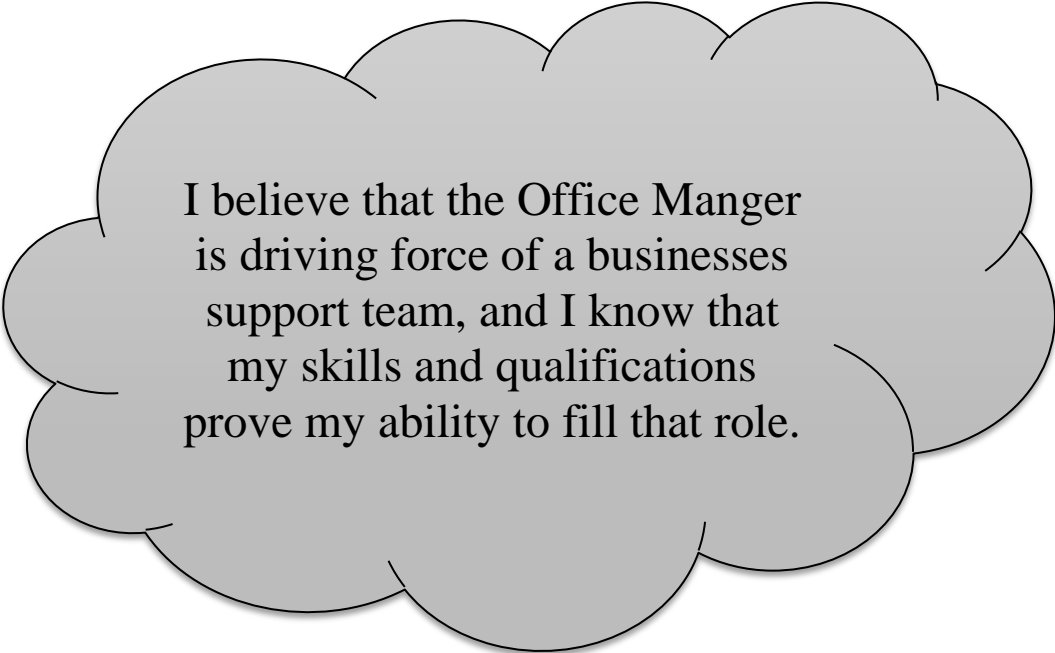
*** Attendant of the prestigious conferences in Egypt TESOL and EFL Skills Conference at the American University.**

*** Seminar and Events Organization.**

IT SKILLS

I am highly skilled in the use of computers and the Internet, including Microsoft Office, Internet Searches and troubleshooting computer software.

I learn very quickly, possess excellent verbal and written communication skills, and type approximately 50 words per minute.



I believe that the Office Manger is driving force of a businesses support team, and I know that my skills and qualifications prove my ability to fill that role.