***C.V.***

|  |
| --- |
| Sara M.O. Malik-Sudan, Khartoum, Mamoorah |
| Phone (249) 912409603 • E-mail takalof@yahoo.com |
| [Education](#Education Help)  |
|  | *- Primary education, Braeburn British School Kenya -Intermediate at Unity High School Sudan* *-2003-High School Saudi Arabia -I.G.C.S.E.* *-B.S.C.**-2005-2008**-King Saud University**-Clinical Nutrition* *-2008-2011**-Ahfad University -Sudan* *-School of Health Science*  |
| [Work Experience](#Work Experience Help)2002-2008 Saudi arabia riyadh |
|  | -Ghana International School 2002 Summer Course Kindergarten training. -Middle East American section KG 1, Montessori (Assistant)-Training American School Coach for pre-school Middle East International School American Section  -KG 2(Home Room Teacher)-KG3 Class Tutor, Grade 4 English Teacher**Sudan-Khartoum** *2012-2013 -Khartoum Diplomatic School* KDS Grade 3 Tutor, Grade 4 English teacher- Assistant of Head of English Department2013-2014-M.I.S.K. International Schools Grade 3 home room tutor. 2013- Khartoum American School T.A. Grade 4*Occupation January 2014 –January 2016:-*Job Title:-Head of the English Department at Cambridge Schools SudanDuties and Roles:-Manager of English all stages and Teacher at Cambridge International School My roles varied including management and scrutiny of teachers, monitoring all English exams and applying staff, setting entrance exams and hiring new teachers and staff for various subjects. Managing the English section in the school, KG to IGCSE teaching secondary 1 students English Language, hiring and recruiting staff for the school, making sure the curriculum assigned was implemented thoroughly by all teachers, setting and revision of English exams, proof reading other subjects' exams to make sure the language and grammar was correct. Dealing with parents and explaining how the curriculum works, implementation of the Training and workshops for our teachers, regular supervision of copy books, diaries and a monthly visit to all teaching staff during an English lesson. August 2016 –April 2018Job Title:-University Lecturer at Alfagr University for Science and TechnologyjjlDuties;- - Head of the English Department for all Colleges Medicine. Pharmacy, Dentistry Medical Laboratories and Nursing. T.A. Biochemistry, Anatomy ,Physiology,-American Embassy YES Academy certificate workshopCertificates from American Voices Executive John FergussonCurriculums taught:--Collins-Oxford-Jolly Phonics-Harcourt Brace Series-I.G.C.S.E. English-BiologyDocuments and references available upon requestSkills:- Computer, Electronics-Human Resources ManagementLanguages:- First language English, Second ArabicHobbies:-Teaching , Music, Art, Drama, all types of sports, working with children.**Volunteer Work:-** I Work as a Nutritionist in hospitals in my free time, Pediatric ward. **Background**I have lived abroad most of my life and been teaching since 2002. I have taught students from all over the world as well as learned from educators of diverse nationalities and cultures. Have experience in establishing and setting school curriculums. Have experience in curriculum co-ordination and management. I am very committed to education and truly believe the future of any person is shaped through this journey. I am very passionate when it comes to my job and always put my heart and soul into anything I believe in. I am very hard working and committed and will try my best to give all my capacity, deliver and perform when I am needed.Sara M.O. Malik |