

# SAMA HARBID



## Professional Summary

- Motivated and dynamic educator with an advanced degree. Proficient with popular educational hardware (tablets, desktops, laptops, Smartboards) and software (LMS's, digital grade books, Adobe applications, Prezi, Notability).  
- Trustworthy, dependable, responsible, Dedicated, tireless professional with a keen ability to maximize both time and business efficiencies. Well-organized with in-depth technical knowledge and keen attention to detail.



## Education

### Alquds Open University, Gaza, Palestine

Diploma, Teacher training, Present

### Al azhar University, Gaza, Palestine

Bachelor of Arts, English literature, Aug. 2019



## Employment history

### English Voice Over, Soundeals. Gaza, Palestine

Sep. 2018 – Present

- worked as a story teller for children and adults.
- dubbed a lot of cartoon series.
- performed 3 English advertisements.
- performed several Arabic and English videos with different genres.

### English-Arabic Translator, Freelance. Gaza, Palestine

Sep. 2017 – Present

- Translated different documents for several companies.
- worked as a translator for smart center.
- wrote original literary pieces in both English and Arabic language.

### secretary, Smart Center. North Gaza, Palestine

Apr. 2018 – Oct. 2019

- Used computers for various applications, such as database management or word processing.
- Answered telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Scheduled and confirmed appointments for the students.

### English teacher, Smat center. North Gaza, Palestine

Feb. 2019 – Sep. 2019

## Personal info

### Phone:

0595618749

### Email:

samaa2222@hotmail.com

### Address:

Basil Naim str, North Gaza, Gaza Strip, 00970 (PS)

## Skills

### English Fluency



### performing voice over



### cultural expertise



### keyboarding skills



### microsoft office programs



- Worked one-on-one with students needing individualized attention and developed with special learning plans for struggling people.
- Developed teaching materials to supplement standard materials in order to better.
- Communicated with parents in person, by email and phone to apprise of students.
- Established clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Improved teaching methods and instructional materials to meet students' varying needs and interests.