Adobe Photoshop

Irbid, Jordan

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Jordanian

**MANAR IBRAHIM SHAKHATREH**

FRENCH INSTRUCTOR



**French Instructor | 2018 - 2019**

French Institution | Amman, Jordan

**Key Responsibilities:**

* Teaching intensive and extensive French courses; A1 & A2;
* Teaching French Language Police Officers and diplomats.
* Teaching students the main four language skills to understand and communicate in French language.
* Giving private classes for embassies’ employees; level A1, A2, & B1.
* Translating French language into the students' natural language to help them understand.

**Freelance French Instructor | 2017 - Present**

Amman, Jordan

**Key Responsibilities:**

* Giving private classes for Sophomore & Junior University students; such as conversation, pronunciation & writing course.
* Teaching B1 preparatory courses.
* Provide instruction in literature and cross-cultural studies.
* Translate French language into the students' natural language to help them understand.
* Teach students how to read, write, and understand French language.

**Freelance Translator (French to Arabic) | 2015 - Present**

Amman, Jordan

**Key Responsibilities:**

* Proofread, edit, and revise translated materials.
* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
* Follow ethical codes that protect the confidentiality of information.
* Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.
* Compile information about the content and context of information to be translated, as well as details of the groups for whom translation or interpretation is being performed.

**Teaching Assistant | 2000 - 2016**

Yarmouk University | Irbid, Jordan

**Key Responsibilities:**

* Teaching the introductory courses in French language (141, 145, &146 course).
* Responsible of the laboratory of French language in the Department of Foreign Language at Yarmouk University Irbid (Jordan**).**
* Teaching & Preparing for the contents of pronunciation classes
* Responsible for the progression of students’ pronunciation, speaking, and reading competencies.

**I.T SKILLS**

* Proficient in M.S Office.
* Proficient in Windows Application.
* Internet Surfing.
* Email.
* Honesty, integrity and high sense of responsibility.
* Strong interpersonal, coordination and communication skills.
* Ability to carry out tasks efficiently and effectively under pressure.
* Result oriented with planning, organizational and implementation skills.
* Ability to prioritize, multi-task and meet deadlines.
* Highly motivated, reliable, confident, and committed worker.
* Strong analytical and problem-solving skills.
* Quick learning skills with always willing to learn advance technology and latest software’s.

**STRENGTHS**



Detail oriented, efficient & organized professional. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Highly trust worthy, discreet and ethical. Resourceful in the completion of projects, effective at multitasking.

**ABOUT ME**

**PROFESSIONAL EXPERIENCE**

My aim is to be a successful person, not only by saying; rather than in perusing my interest to the practical implication which keeps me motivated in my profession.

**MA (Teaching French) as a Foreign Language | 2013 - 2015**

University of Nantes | Nantes, France

**BA (French Language) | 1993 - 1997**

Yarmouk University | Irbid, Jordan

**EDUCATIONAL BACKGROUND**

**PERSONAL STATEMENT**

manarshakhatreh@gmail.com

**BELC training course for studying the latest technique of teaching French and how to manage educational institution.**

30th Jun – 27th Jul 2019 | Nantes University, France

It includes:

a. Teaching French Grammar by using other methods than traditional ones;

b. Utilizing games for pedagogical purposes;

c. Develop group dynamics to motivate the learners;

d. Developing Marketing Strategies to be able coordinate French courses at

 French insinuations (2 courses);

e. Using collaborative activities by utilizing visual means in French Language

 classes.

**Teaching French for Specific purposes; diplomatic & tourism focus (30 hours).**

23rd – 27th Jun 2019 | French Institution in collaboration with CUEF (Grenoble University)

**TOT course; (Advanced Strategies for Training).**

Jan – Mar 2018 | Jadara University, Irbid, Jordan

**Attended workshop for Post-graduate student about Science of Language; it aims to teach students how to write synthesis paper.**

16th – 17th Apr 2013

**TOT workshop about teaching French for University purposes**

13th – 14th Apr 2013 | Yarmouk University with collaboration by Francophone Agency in the Middle East.

**PROFILE SUMMARY**

I am a conscientious person has an outgoing, dynamic, and fun personality and teaching style having excellent public relations, communication, and interpersonal skills. Experience and knowledge about teaching effectively to suit various learning styles. I'm flexible, quick to pick up new skills and eager to learn from others. Ability to work quickly and effectively under pressure, very motivated also foster a lively and enthusiastic classroom learning environment. I believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organization.

**PROFESSIONAL EXPERIENCE**

**REFERENCES**

* Available on request.

**Arabic**

Native Speaker

**English**

Professional working proficiency

**French**

Professional working proficiency

**COURSES / TRAININGS / WORKSHOPS**

**LINGUISTIC**

**PROFICIENCY**