**Curriculum Vitae**

**Maroa A. Baobaid**

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Address: Serin Residence, Jalan Fauna 1, CyberJaya, Selangor

**Personal Data**

**Sex:**  Female

**Marital Status:** Single

**D.O.B:** 2/10/88

**Educational Background**

**September 2018 Undergoing my TESOL certification (Online)**

Arizona State University, USA

**2005-2008** **BSc, Management Information Systems (MIS)**

Unity University, Addis Ababa, Ethiopia

**1992- 2005** Completion of Sandford International School (KG**-**High school)

 Addis Ababa, Ethiopia

**Other Certificates:**

1. Quality Management Certificate (ISO-9001) from USAID and Responsive Governance Project (RGP)

2. Project Management Certificate from YWCD (Youth Way Center for Development)

3. TOEFL IBT certificate from ETS (Educational Testing Service)

**Professional Experience**

* Currently working as an English Teacher at IMAS international school in Malaysia, Started September 2015 till present.

 **Brief Work Description:**

I work as an English teacher for Grade 2. My duties are creating daily, weekly and yearly lesson plans. I also create the exams for end of each semester. I write quarterly report cards

* Worked at Solidarity Foundation for Development (Implementing partner of UNHCR) as Human Resource Officer. Started June 2014 till June 2015 (then travelled to Malaysia due to political situation in my country)

 **Brief Work Description:**

I'm in charge undergoing process for recruiting new staff, and I also aim for capacity building and skills development in the existing employees. I screen the applications then call the shortlist applicants for testing and interview stages. In the absence of the administrative/finance manager, I am in charge of administrative affairs.

* Worked at Solidarity Foundation for Development (Implementing Partner of UNHCR) as Reporting Officer . Started December 2013 till June 2014

 **Brief Work Description:**

I was in charge of handling all reports (employees, departments, events etc) I submitted monthly, quarterly, and annual reports. I was also in charge of all translation from Arabic to English and vice versa.

* Worked in MALI Institute as an ESL teacher. Started November 2010 till June 2013 (Aden, Yemen)

 **Brief Work Description:**

I was teaching English to adult students ages ranging from 18 and above. I prepared the lesson plans, quizzes, tests etc. I used teaching aids to make the classroom interesting and interactive.

* Worked in Dandii Boru School as a Kindergarten Main Class Teacher/Spoken English Teacher. Started October 2009 till July 2010

 **Brief Work Description:**

I work as a Main Teacher/ Spoken English Teacher for Kindergarten. My duties are creating daily, weekly and yearly lesson plans. I also create the exams for end of each semester. I write quarterly report cards

* Worked as a secretary/receptionist in Rispins International School (a sister school of British International School) then transferred to British International School and worked there as an admissions secretary. Started Mid September 2008 till September 2009. (Addis Ababa, Ethiopia)

 **Brief Work Description:**

I handle all secretarial duties and additional I handle registration of new and existing students, prepare and supervise students’ entrance exams, appointments and meeting schedules, filing records and maintaining their confidentiality. I’m also in charge of taking minutes in all meeting that takes place.

**Other Qualifications**

* Excellent computer skills including HTML, MS-Office, SQL etc.
* Excellent language skills
* Good interpersonal skills
* Good problem solving skills
* A fast learner
* Able to work both independently and socially in groups.
* Able to meet deadlines even when under pressure.
* Young and creative.

**Languages**

* English Very Fluent
* Arabic Mother Tongue
* French Good Knowledge
* Amharic Good Knowledge

**Hobbies**

Reading novels, learning new languages, surfing the internet, enjoying the outdoors, listening to music.

**References**: can be brought upon request.