



Arabic coordinator assistant, teacher and trainer



Abi Samra, Tripoli, Lebanon
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Ray.tr.89

SKILLS

- Strong Leadership and Coordination
- Time management abilities
- Classroom dynamics
- Strategic planning
- Social competences
- Creative and critical thinking

Computer skills

- Microsoft Office
(Word – Excel – PowerPoint)



- Adobe Photoshop & Animation



- Software format



Rayan Tayeb Rafei

Arabic coordinator assistant, teacher and trainer

Birthday

January 26, 1989

Highly enthusiastic Arabic teacher and coordinator assistant with ten years of experience in Al Nour Islamic school in Tripoli. Good communication skills in Arabic (native), English, Chinese and French. In addition of being a kid's coach assistant in a well-known sports club in Tripoli/North Lebanon; I am a hard worker; I have adequate leadership skills and an out-of-the-box mentality.

WORK EXPERIENCE

Teaching:

Al-Nour Islamic school - Badawi branch

2011-2012 To 2012-2013

Kindergarten (1-2) Arabic –Islamic Religion -Arabic Math.

2013-2014 To 2020-2021

Grade 1 – Arabic / Geography / Civic Education

2015-2016 To 2021-2022

Coordinator Assistant.

Training:

Al-Nour Islamic school - Badawi branch

* Training workshop for teachers in office programs (3 years)

2018 -> 2020. (15 hours)

* Training workshop for teachers in Arabic calligraphy Rokaa (2 years)

2016 -> 2017. (15 hours)

* Training workshop for teachers in Advanced teaching (4 years)

2015 -> 2018. (15 hours)

Office work:

Al-Nour Islamic school - Badawi branch

2015-2016 To 2022-2023

(present) Professional typist and designer.

2023-2024

Vice General supervisor (present)

EDUCATION

University:

- Master's Degree in Educational Administration
(present) (Al Jinan University) **Degree: A**
- Teaching diploma in education
(Al Jinan University) **Degree: B+**
- Bachelor degree in Arabic Literature
(Lebanese University – 3rd branch) **Degree: B**
- Diploma in Sociology
(Lebanese University – 3rd branch) **Degree: C**

2022 / 2023

2021 / 2022

2020 / 2021

2011 / 2012

LANGUAGE PROGRAMS

- TOEFL certificate by Al Faihaa Vocational CENTER, 2007.
- Basic course in the English language: level intermediate by Al Safadi language CENTER, 2011.
- Chinese course for HSK 2, 2020.
- Chinese course for HSK 3 (present)

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WORKSHOPS

Computer and Education

- Training workshop (Official paper from the ministry of Education), 2018.
Theme: **The Education film between preparation and design** (movie maker). (5 hours)
- Training workshop in AUF (Agence Universitaire Francophonie), 2019.
Theme: **Office 365, Documentary research and technology web**. (10 hours)
- Training workshop in AUF (Agence Universitaire Francophonie), 2019.
Theme: **Documentary research**. (10 hours)
- Training workshop of developing language skills "**salamat alnass al arabi**", trainer (Taha Yassin), from 6/1/2022 -> 31/3/2022
- Training workshop "**Coordinator preparation in the Arabic language**", trainer (Ibrahim moussa) (IABC international Academy) , 28 and 29 /5/ 2022
- Training Workshop "**Teaching Arabic for foreigners**", trainer (Ibrahim moussa) (IABC international Academy) , 2022
- Diploma "**Personal training**" (CIS collage) 2021/2022
- Diploma "**sports nutrition** " (CIS collage) 2022/2023

Karate Kyokushinkai

- **Ichi geki workshop in Dojo Dahani Lebanon** 2017.
Theme: IKO.kyokushinkai karate held by Shihan Abdulla Tarsha. (12hours)
- **kyokushin seminar workshop in the Dahani sporting club** 2018 and 2021. Held by Shihan Ali Fawaz. (10 hours)

Remarkable awards:

- **First prize** for competing the 4th Ambassador's cup singing contest for Lebanese students. Held by the Embassy of the China in Lebanon -2021.
- **Third prize** for competing the 3rd Ambassador's Cup Chinese Speech Contest for Lebanese College Students. Held by the Embassy of the P.R. China in Lebanon -2021.
- **Second place** winner in Lebanon public championship Held by the Lebanese Judo Federation -2021
- **Second place** winner in North Governorate public championship Held by the Lebanese Judo Federation -2021
- **First place** winner in Lebanon public championship Held by the Lebanese Vovinam Viet Vodo Federation -2021
- **Third place** winner in North Governorate public championship Held by the Lebanese Kyokushinkai Federation -2021
- **Second prize** for competing the 3rd Ambassador's cup singing competition for Lebanese students. Held by the Embassy of the China in Lebanon -2020.
- **First place** winner in North Governorate public championship Held by the Lebanese Kyokushinkai Federation -2019

*All references are available upon requests

