



Farah El Smaidi

CONTACTS

81 361740

Farah_blue_eyes@hotmail.com

ABOUT ME

Dedicated and experienced English teacher and coordinator with a strong background in educational management and business administration. Proven ability to manage English departments, coordinate curricula, and deliver high-quality instruction. Fluent in French, English, and Arabic with proficiency in various virtual platforms and Microsoft Office programs.

WORK EXPERIENCE

Majestic School, Jeddah

English Teacher | Duration: 2 years

- Taught English to students of various age groups.
- Developed lesson plans and educational materials.
- Assessed student performance and provided feedback.

Cedar International School

Coordinator for the English Department | Duration: 2 years

- Managed and coordinated the English department.
- Developed and implemented English curriculum.
- Supported and mentored English teachers.

Coral International School, Jeddah

English Teacher and Coordinator | Duration: 1 year

- Taught English and coordinated the English department.
- Designed and executed educational programs.
- Evaluated teaching methods and student outcomes.

EXPERTISE

Proficient in Microsoft Office programs (Word, Excel, PowerPoint).

Experienced with virtual teaching platforms.

EDUCATION

2006 - 2009

BACHELOR OF BUSINESS
ADMINISTRATION

Al Jinan University
Tripoli

2019 - 2023

BACHELOR OF TEACHING ENGLISH
AS A SECOND LANGUAGE

Lebanese International University
Tripoli

2023 - 2025 (PURSUIT)

MASTER IN EDUCATIONAL MANAGEMENT
Lebanese International University
Tripoli

LANGUAGES

Arabic - Native

English - Advanced

French - Advanced

Farah El Smaidi

EDUCACTOR MANAGER

COVER LETTER

For whom who may concern,

I am writing to express my interest in the position required as advertised. With a strong background in teaching English and coordinating English departments, coupled with my educational qualifications in Business Administration and Teaching English as a Second Language, I am confident in my ability to contribute effectively to your team.

During my tenure at Majestic School, Cedar International School, and Coral International School in Jeddah, I developed comprehensive lesson plans, managed curriculum implementation, and supported students' educational growth. My role as an English Department Coordinator allowed me to refine my skills in leadership, curriculum development, and teacher mentoring.

My proficiency in French, English, and Arabic, along with my adeptness with Microsoft Office programs and virtual teaching platforms, enables me to communicate effectively and utilize modern educational technologies. Currently, I am pursuing a Master's Degree in Educational Management to further enhance my expertise in educational leadership.

I believe my background and skills align well with the requirements of this position, and I am excited about the opportunity to bring my experience and passion for education to your esteemed institution.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and certifications will be beneficial to you. Please find my CV attached for your review.

Sincerely,

Farah Omar El Smaidi

Farah El Smaidi
