

# Curriculum Vitae

## **Gamra HELLEK**

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**Keywords:** Qualified - committed – dedicated- English – teacher - (27 –year experience) –Bachelor of Arts- EFL Instructor - Master’s Studies- English Civilisation -ESP( Business English) university teacher- TOEIC preparation Teacher –TOEFL Preparation Teacher – online tutor –virtual university.

## **PERSONAL SUMMARY**

A qualified teacher with a 27 -year experience as an English Language Instructor in Tunisian secondary and high schools, who is able to effectively communicate with students with varying degrees of ability. A committed and dedicated professional with a proven ability to teach, motivate and direct students to maximum performance by encouraging a positive and energetic environment

## **EDUCATION**

**2004-2006** Faculty of letters, Arts, and Humanities

Mannouba University

Masters studies- English Civilization

**1989-1993** Faculty of Social and Human sciences

Tunis University

Bachelor of Arts( BA): English language, civilization and literature

**Languages :** English (proficient)

French (competent; 1993-1997 French language teacher in Tunisian public secondary schools)  
Arabic (native)

## **EXPERIENCE**

- January 2019-Current:** TOEFL preparation course Teacher  
Higher School of Digital Economy  
Mannouba University- Tunisia
- September 2015- Current :** English For Specific Purposes (ESP)  
( English for E-Commerce ) E-Tutor  
Virtual University of Tunis- Tunisia
- September 2014-June 2018** TOEIC preparation course Teacher  
Higher School of Digital Economy  
Mannouba University- Tunisia
- September 2004-Current :** ESP (Business English) Instructor  
Higher School of Digital Economy  
Mannouba University- Tunisia
- September 1993- September 2004:** EFL Instructor  
Ministry of Education of Tunisia

## **PROFESSIONAL SKILLS**

.Experience of exploiting technology in the classroom to make the most of the learning experience:

- .able to use computer-assisted educational resources.
- .SMART board interactive displays

.Researching new topic areas and maintaining up-to-date subject knowledge.

..Able to teach vulnerable and sometimes challenging students.

. A committed and organised professional

## **AREAS OF EXPERTISE:**

.Communication

.Self motivation

. Developing lesson and educational plans

. Evaluating performance and grading exams

.Grammar instruction

. Team work

## **Interests**

-Sports :Handball and aerobics

-volunteering

- Travelling