

## **Mitra Madani**

Up-dated 29 Feb. 2019

### **ENGLISH TEACHER/TRANSLATOR/SUPERVISOR/HEAD OF DEPARTMENT**

Contact Address:

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Dedicated and talented educator with strong background in Educational and Training Systems more than 20-year brilliant teaching experience. Excellent teaching credentials and background in TESOL and possess a TEFL and a TESOL degree. Possess dedication to the profession of teaching and overall student growth. Successful at introducing subjects in a fresh perspective that gains interest. Skilled at capturing student's attention and motivating them to learn. High-energy individual with a proven ability to build trust and develop effective relationship with students.

### **Additional areas of expertise include:**

- Performance Improvement
- Academic Planning
- Time Management
- Student Welfare Management
- Class Management Strategies
- Planning and Administration

### **PROFESSIONAL EXPERIENCE**

#### **Sep 2018- current Doga College Cyprus**

Teaching IELTS to 11 and 12 grade students

#### **2017- 2018 ZBOPDC**

Head of Training Department

#### **2013- 2017 ETON Institute, Dubai, UAE**

Teaching English in corporate courses such as: hotels, AXA Group in DAFZA, Richmond Company, ISUZU Company, Dubai Police Academy  
Teaching Farsi to Australians and Chinese people

#### **2010-2013 I English Institute, Dubai, UAE**

Teaching English in about 13 different schools around UAE

#### **ESL Institute, Dubai, UAE**

Teaching English at Dubai Police Academy

#### **Zayed University, English Department, Dubai, UAE**

Teaching English to IELTS students in Dubai Campus  
Teaching at DED (Dubai Economic Development) a short period project  
Teaching English in a Summer camp in Abu Dhabi Campus  
Teaching English at Dubai Police Academy

#### **Direct English Institute, Dubai, UAE**

Teaching English

#### **Police Academy, Dubai**

Teaching English

#### **Canadian University, Dubai**

Teaching at Police Academy as an Adjunct Teacher

- Dec 2006 - 2008 Institute for International Technology Education Center, Knowledge Village Dubai, UAE**  
Head of Language Department, Administrator and Supervisor  
 Directing the activities of the Language Department, Revamping the curriculum and assessment system and improving the delivery of instruction; recruitment, setting future direction of the center.
- Sep 2004 – 2006 Institute for Cultural and Scientific Studies, Dubai, UAE**  
English language Teacher and coordinator  
 Responsible for the supervision and organization of 8 English teachers within the Iranian schools. Responsible for all planning and assessments. Ensuring that all areas of the curriculum are covered. Teaching English in the institute
- 2001 - 2004 Kish Air Training center, Tehran, Iran**  
English Teacher  
 Teaching, Intermediate, Elementary ESL Students
- 1999 - 2004 TV Channel five & seven, Tehran, Iran**  
Translator/Interpreter  
 Translating, subtitling movies for broadcasting and media production.
- 1997 - 1999 Kish Air Training Center, Tehran**  
English Teacher
- 1996 - 1996 Samma High School, affiliated with Azad University, Tehran, Iran**  
English Teacher
- 1996 - 1996 Bushehr Industrial Company, Tehran, Iran**  
Export marketing
- 1994 - 1996 The National Institute of English, Tehran, Iran**  
English Teacher
- 1989 - 1990 Millad Institute, Baharan Institute English Teacher**
- 1988 - 1993 TOEFL Institute**  
English Teacher

## **EDUCATIONAL QUALIFICATIONS**

- 2008 TESOL CERTIFICATION, TRINITY COLLEGE  
 2007 TOEFL IBT, Certified Test Supervisor and Proctor  
 1994 Bachelor of Arts in Teaching English (TEFL) IAU University  
 1988 Diploma in English course IAU  
 1987 High School Diploma in Science

## **COURSES AND TRAINING**

- 1988 Teaching Training course for ESL Students TOEFL Institute  
 1980 Teaching Training course for ESL Students Millad Institute  
 1995 Teaching Training course for ESL Students NIEL Institute  
 1996 Teaching Training course for ESL Students Samma High school  
 1996 Teaching Training course for ESL Students Kish Air Training Center

## **ARTISTIC TRAINING**

- 1987 Painting and Designing, Ministry of Art  
 1989 – 1994 Drawing and Painting, Espahbodi Art Academy  
 1994 Water color, advance, University of Fine Arts, Tehran