

# INBAL DOR MIRAN

Hod Hasharon, Israel  
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Motivated, ambitious, fast learner, dedicated teacher with over 8 years' experience in tutoring and over 4 years in the ministry of education.

## EXPERIENCE

### 2017 – PRESENT

#### **PROFFESIONAL ENGLISH TEACHER**, HOVAV ELEMENTARY SCHOOL

- Responsible for 4 different classes with over 100 pupils.
- Responsible for theme days in different disciplines including but not limited to holidays, important days and more.
- In charge of the English literature and library.
- Planning both yearly and monthly syllabuses
- Crating different programs and initiatives along with the students during the year in various matters like sustainability, general knowledge etc.
- Demonstrated time management, involvement, flexibility, carness and coherence and prioritizing tasks

### 2019 – PRESENT

#### **ENGLISH LECTURER**, NETANYA ACADEMIC COLLEGE

- Conducting academic English lectures
- Creating exams and alternative assessments.
- Planning and executing academic syllabuses.
- Conducting E teaching and virtual lectures.

### 2014-PRESENT

#### **PROFFESIONAL TUTOR**

- Tutoring groups and individuals.
- Using large verity of materials
- Combining different learning tools such as games, online learning, interactive learning etc.
- In constant connection with schoolteachers and their curriculum.
- Managing summer programs for groups for all ages.

### 2018 – 2020

#### **PROFFESIONAL ENGLISH TEACHER**, "ZEEV" JUNIOR HIGH

- Responsible for teaching 8<sup>th</sup> and 9<sup>th</sup> graders.
- Media coordinator
- School official representative and guide
- Demonstrated time management, responsibility, Microsoft Office Suite proficiency.

**2015-2016**

**EL AL SENIOR REPRESENTATIVE AND MANAGER, EL- AL AIRLINES**

- Managed a team of service and selling representatives.
- Managed tight timetables and handled flight changes and cancellations.
- Took a personal care for the luxury frequent travelers of the company
- Met the company's goals and objectives, utilizing timetables, and multitasking various assignments.
- Certificated travel agent.

**EDUCATION**

**2020 GRADUATE**

**B. ED LEVINSKY COLLEGE, ISRAEL**

**2020**

**TEACHER CERTIFICATION, MINISTRY OF EDUCATION**

**TECHNICAL PROFICIENCIES**

- Microsoft MS; PowerPoint, Excel, Word.
- Adobe Software.
- Virtual training platforms; ZOOM, Skype, Google meet.
- Teaching tools: mentimeter, Kahoot, Padlet, Quizlet, Google classroom & Suite.

**SKILLS**

- Team player, open-minded, outgoing, enjoy helping others.
- Excited to learn and motivated by challenge.
- Thrive in fast-paced environments.
- Creative, analytical, problem solver.
- Group facilitation and mediation & public speaking skills.
- Excellent organizational skills and ability to multi-task and prioritize projects in accordance with deadline.
- Fluent in English and Hebrew.
- Mid-proficiency in Spanish and French

**VOLUNTEER WORK**

**2017 - 2018**

**RAANANA DOGS SHELTER,  
MEMBER**

**2017 - 2019**

**"SAFE FUTURE" SCHOOL PRORAME, LEADER**