

Robert Guy TATHO TCHIO

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Fujairah, Émirats arabes unis

CAREER SUMMARY

Dedicated and experienced French as a Foreign Language (FLE) teacher with over 5 years of experience at various levels of primary and secondary education. Able to develop personal relationships with students and build their confidence in their abilities. Good classroom management skills for small and large classes (30+). Willing to use my linguistic expertise, cultural understanding, pedagogical skills to support the mission of the school in creating a pleasant learning environment for the students.

PROFESSIONAL EXPERIENCE

Teacher, high School (41220)

April. 2020 - Present

Ministry of Education • Fujairah, United Arabs Emirates

- Prepare subject material for presentation to students according to an approved curriculum
- Teach students using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies
- Prepare, administer and correct tests
- Evaluate progress, determine individual needs of students and discuss results with parents and school officials
- Participate in staff meetings, educational conferences and teacher training workshops
- Teach and evaluate students through distance or online courses

Teacher, high School (41220)

Oct. 2016 - Feb. 2020

Al Ain Juniors School • Al Ain - Abu Dhabi, United Arabs Emirates

- Prepare subject material for presentation to students according to an approved curriculum
- Teach students using a systematic plan of lectures, discussions, audio-visual presentations
- Evaluate progress, determine individual needs of students and discuss results with parents and school officials
- Prepare and implement remedial programs for students requiring extra help
- Participate in staff meetings, educational conferences and teacher training workshops
- May supervise student teachers.
- Preparing students for the DEFL A1 and A2 language proficiency examinations

Office Assistant (14100)

Nov. 2015 - Sept. 2016

Canadian Medical Center • Abu Dhabi, United Arabs Emirates

- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Prepare correspondence, reports, statements, forms, presentations, applications and other documents
- Process incoming and outgoing mail, manually or electronically
- Photocopy and collate documents for distribution, mailing and filing
- Send and receive messages and documents using electronic mail
- Assist with administrative procedures
- Prepare invoice for patients
- Scan, sort and file documents according to established guidelines

Office Administrative Assistant (13110)

Jan. 2011 - Oct. 2015

Elections Cameroon • Yaoundé, Cameroon

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- May supervise and train office staff in procedures and in use of current software
- May organize conferences.

FORMATION

Diplôme d'Etude de la Langue Française (DEFL)

June 2017 - May 2017

Centre international d'étude pédagogique • Sèvres, France

Baccalauréat A4 es Lettres Philosophiques

Sept. 2001 - July. 2003

Essos Government Bilingual High School • Yaoundé, Cameroun

COMPÉTENCES

- Teaching techniques;
- Group facilitation techniques;
- Sound general knowledge;
- Ability to adapt;
- Good listening skills;
- Patient and objective;
- Enthusiastic and innovative;
- Team player
- Very good command of oral and written English and French; good comprehension.
- Good knowledge of various educational platforms (Nearpod, Liveworksheets, Kahoot, LearningApp, Quizzes etc);
- Leadership skills;
- Distance learning (LMS, Google Classroom, Zoom, Microsoft Teams etc);
- In-depth knowledge of MS Office software (Word, Excel, Access, PowerPoint and Outlook);
- Established ability to learn new computer programs quickly;
- Administrative skills, office management.