

karen waide shpigler

English Teacher

CONTACT INFORMATION

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Address: Halutz 42 Ramat HAasharon

Phone: 0503609610

Date of birth: 1978

Nationality: Israeli

EXPERIENCE

Ramat Hasharon

2020 - Present

English Teacher

Ussishkin School

- Used the best instructional methods to provide engaging learning and assistance to English students
- Created a rapport with students' guardians and kept them updated on students' progress and causes of concern
- Supervised and tutored a group of slower learners to improve their oral and written tests, and overall use of the English language.
- Supervised and tutored our native speakers.

Ramay Hasharon

Aug 2016 - Aug 2020

Assistant Educator

Ramat Hasharon municipality

- Maintained the orderliness of the classroom, organizing desks and other items, changing out bulletin board materials, sanitizing surfaces, restocking soap and paper products.
- Offered clerical and operational support to kindergarten teacher, including classroom supervision and completing paperwork.
- Prepared, handed out, and graded kindergarten materials as per the teacher's instructions.

Ramat Hasharon

Sep 2008 - Jun 2016

Administrative Assistant

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- Scheduled meetings and coordinated appointments
- Maintained confidentiality and discretion.
- Provided administrative support to ensure efficient operation of office.
- Carried out administrative duties such as filing, typing, copying, binding, scanning.
- Completed operational requirements by scheduling and assigning administrative projects and expediting work results.
- Made travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Developed administrative staff by providing information, educational opportunities, and experiential growth opportunities.

Hakfar Hayarok

2005 - 2007

Administrative Assistant

Urim School

- Scheduled meetings and coordinated appointments
- Trained new administrative assistants
- Maintained confidentiality and discretion
- Streamlined communication between executives in other departments

Tel Aviv

Flight Attendant

2001 - 2004

Arkia Israeli Airlines

- Ensure safety and customer satisfaction at all times
 - Diffuse situations to avoid emergencies
 - Serve refreshments to passengers while complying with food safety standards
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EDUCATION

Rishon Lezion

2018 - 2022

B.A Education

Tel Aviv

2021 - 2022

Teaching certificate

Teaching Certificate in English relevant for all grades.

LANGUAGES

English

Native

Hebrew

Native

SKILLS

Performance assessment and exam grading

Instructional methods

Electronic presentation

ARMY 1997 - 1999

Served for 2 years in the Israeli Air Force.
