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## CONTACT

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## LANGUAGES

Arabic	Native / Fluent
English	Advanced
Spanish	Beginner

## TEACHING STRENGTHS

Personalized study plans, interactive lessons, progress feedback, online tutoring, classroom management, language confidence, and flexible learner support.

## SERVICE FOCUS

Modern Standard Arabic  
Lebanese dialect  
English practice  
Study planning  
Inclusive learner support

## CURRICULUM VITAE

# Bushra Tleis

## ONLINE ARABIC TUTOR & ENGLISH LANGUAGE EDUCATOR

Educator and online tutor supporting children, adults, and non-native speakers in Arabic and English learning contexts. Experienced in Modern Standard Arabic, Lebanese dialect tutoring, personalized study planning, learner feedback, and interactive online teaching. Combines structured pedagogy, multimedia activities, and AI-integrated leadership training to help learners build confidence, language skills, and consistent study habits.

## PROFESSIONAL EXPERIENCE

### Online Arabic Tutor for Non-Native Speakers

Since 2021

Preply | Baalbek, Lebanon

Arabic tutoring for children and adults across different backgrounds, including Modern Standard Arabic and Lebanese dialect learning.

- Teaches Modern Standard Arabic to children and Lebanese dialect to adults and non-native speakers.
- Creates personalized lesson plans based on learner age, level, goals, pace, and language background.
- Uses games, songs, videos, challenges, and multimedia tasks to increase participation and retention.
- Strengthens speaking, listening, reading, writing, grammar, and vocabulary through structured practice.

### Private Online Tutor

Since 2017

Self-employed | Baalbek, Lebanon

Private tutoring support in one-to-one and small-group settings, delivered online and in person.

- Delivers tailored tutoring sessions for learners who need academic support, structure, and confidence-building.
- Designs study plans, tracks learner progress, and provides continuous feedback to families or adult learners.
- Adapts instruction for different learning styles, attention spans, and learner needs.
- Encourages independence, critical thinking, and goal-oriented study habits through guided practice.

## EDUCATION & PROFESSIONAL TRAINING

### Level 5 Diploma in Teaching English as a Foreign Language - 168 Hours

2026

TEFL Academy | Remote

- Developed structured lesson plans using PPP and communicative approaches.
- Trained in speaking, listening, reading, writing, grammar, vocabulary instruction, and classroom management.

### AI-Integrated Leadership Program (AILP)

2026

Aspire Institute | Online

- Completed AI literacy, leadership, communication, career-readiness, and practical workplace application training.

### Diploma in Teaching Skills for Educators in AI and Tutoring

November 2025

Alison | Remote

- Studied instructional design, learner engagement, classroom management, assessment, feedback, and adaptable teaching methods.

### Bachelor of Science in Forensic Science

June 2021

American University of Science | Zahle, Lebanon

- Gained laboratory practice involving safety procedures, equipment handling, inventory organization, and practical forensic applications.

## CERTIFICATIONS

- McKinsey Accelerate Program - March 2024
- Project Management Professional (PMP) Training Completion - March 2024
- Aspire Leaders Program Certificate - Aspire Institute - January to March 2024
- INJAZ Career Success Program - March 2024
- Preply Online Teaching Certificate - January 2024
- UNDP "Yes We Can" Certificate - February 2024
- NXL Youth Empowerment Program - 2024
- First Aid Certification - May 2021

## PROFESSIONAL SKILLS

Arabic for non-native speakers

Modern Standard Arabic

Lebanese dialect tutoring

English language support

Online and in-person tutoring

Personalized lesson planning

Learner assessment and feedback

Classroom management

Game-based learning

Multimedia learning activities

Study plan development

Time management support

Special-needs-aware support

Flexible lesson delivery

Progress tracking

## VOLUNTEERING

### First Aid Volunteer - Lebanese Red Cross, Baalbek Branch

2 years

Supported emergency response and community awareness activities; trained in first aid, safety, and crisis protocols; strengthened teamwork and communication under pressure.

### Leadership & Community Engagement Volunteer - LOST, Baalbek

3 years

Contributed to youth empowerment and community development initiatives; assisted in workshops, events, group activities, and logistics.