



# Samie Bijan



## RESUME

### ЛИЧНЫЕ ДАННЫЕ

Дата рождения	22.09.1991
Семейное положение	не в браке
Национальность	Канада

### ОПИСАНИЕ

## ОПЫТ РАБОТЫ

2015-present

Pericles Law Center for International Legal Education (АНО «Перикл» центр американского права)

Moscow, [www.pericles.ru/](http://www.pericles.ru/)

GMAT Grammar Instructor

- Prepare a class of professional adult students for the grammar section of the GMAT (Graduate Management Admission Test), a standardized exam required in nearly all business graduate programs
- Demonstrate and explain common pitfalls, classes of errors and experimental questions
- Walk students through a wealth of sample tests to ensure ample practice
- Offer useful and applicable advice on how to approach each question and manage time
- Always attempt to elicit from class before revealing the correct answer and/or explanation

2015-present

The Most Games

Moscow, [www.mostgames.org](http://www.mostgames.org)

Translator/Editor/Proofreader (Russian English) (Переводчик/Редактор/Корректор)

- Independently proofread, edit and translate content and instruction manuals of various games, including intricate board games and video games in databases and documents
- Routinely meet stringent deadlines

2015-2016

Cambridge International School [www.cisrussia.com/](http://www.cisrussia.com/)

Biology Teacher (IGCSE & A Levels)

- Teach a mixed-level class, with students in years 11 and 12
- Follow a hybrid Cambridge curriculum comprising IGCSE & A-level material
- Prepare students for the upcoming IGCSE examinations in May
- Employ Problem-Based Learning (PBL) methods to allow ample opportunity for students to apply and consolidate class content
- Create original, personalized tests and quizzes that fairly and accurately test students' knowledge
- Maintain an open line of communication with the phase leader (department head) and school director

2015 - present

Cambridge International School [www.cisrussia.com/](http://www.cisrussia.com/)

Year 10 Instructor (English, Biology, Chemistry)

- Serve as the year-10 homeroom instructor
- Teach English (as a first and second language), biology and chemistry
- Follow a hybrid Cambridge curriculum comprising IGCSE & A-level material
- Prepare students for IGCSE examinations in their final year
- Frequently use Problem-Based Learning (PBL) methods to allow students to apply their knowledge
- Create original, personalized tests and quizzes that fairly and accurately test students' knowledge
- Maintain an open line of communication with the phase leader (department head) and school director

2013-2016

Self-Employed Moscow

Teacher of English & IELTS/Преподаватель английского языка и IELTS русскоговорящим

- Prepare and run classes customized to meet the needs of Russian speakers of all stripes (ages 5-50+) in person and over Skype
- Lessons range from 60-120 minutes in length
- Employ a unique blend of CELTA-endorsed and communicative approaches to teaching
- Tutor, test and give students useful tips for passing the IELTS
- Invoke knowledge of Russian to explain complex grammatical structures and vocabulary
- Assign, review (with the student) and evaluate all homework
- Intuitively familiar with mistakes Russian speakers make in all aspects of English, including grammar, pronunciation and form (обширный опыт исправления часто совершаемых русскоговорящими ошибок)

2015

Cambridge International School [www.cisrussia.com/](http://www.cisrussia.com/)

Year 4 Instructor

- Taught and headed a class of 20 pupils between 7 and 9 years of age
- Followed the Cambridge international curriculum and scheme of work for English, Mathematics, Science, History and Geography, adding own modifications to tailor class material according to student needs
- Employed a wide range of learning aids and tools to apply and strengthen their knowledge, including audiovisual material and interactive educational games
- Coordinated with Russian-program instructors to synchronize topics and ideas covered in class and avoid unnecessary repetition and overlap
- Maintained an open line of communication with the phase leader (primary school head teacher) and school director

2015

Wall Street Institute Moscow, [www.wsirussia.ru/](http://www.wsirussia.ru/)

Service Manager

- Hired, trained and supervised all receptionists, bilingual and native teachers
- Created dynamic, modular schedules for all staff members, maximizing students' options and giving staff some flexibility in selecting their hours of work
- Stepped in routinely as a replacement for any ill or absent service staff member
- Worked with the centre director in discussing sales, contracts, renewals and referrals
- Addressed client grievances in both Russian and English, maintaining a high monthly student retention (contract renewal) rate
- Worked simultaneously in two databases (SDS and CRM), managing and synchronizing data between them
- Continued to fulfill all duties and responsibilities as a native teacher

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Wall Street Institute

Moscow, [www.wsirussia.ru/](http://www.wsirussia.ru/)

Native English Teacher

- Ran personalized classes for students of all levels, from survival to mastery
- Organized complementary classes, supplementary material
- Led and prepare all original material for social clubs, where students discuss, debate and complete creative activities about a variety of topics, depending on their level of proficiency
- Tracked students' progress via personal meetings and using the school SDS database

2010-2012

Self-Employed (Canada)

Tutor of English

- Tutored a pair of young Canadian children (on a one-on-one basis) in English
- Led them thoroughly through each lesson in their textbooks
- Assigned, reviewed and graded original supplementary material to address weaknesses

2008-2009

Thornlea Secondary School (Canada)

Teaching Assistant/Помощник преподавателя (японского языка)

- Regularly substituted for teacher to lead mini-lessons for students during class time
- Graded all assignments
- Comprehensively answered any questions before, during and after class

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## ОБРАЗОВАНИЕ

2014

University of Cambridge

English, Теория и методика преподавания иностранных языков и культур (CELTA)

2014

McMaster University

Естественные науки, Биохимия

## SUMMARY

Electronic certificates

2015 Certificate of Completion: How to Teach IELTS

2014 CELTA

Степень бакалавра по естественным наукам (биохимия)

Languages: English — native, Spanish — basic knowledge, Persian — I can attend an interview, Russian — I can attend an interview, French — basic knowledge, Japanese — basic knowledge

About me

My name is Bijan Samie and I am a Canadian-born and raised CELTA-qualified teacher currently working in Moscow as a teacher of IGCSE and A-level English (including ESL), Biology and Chemistry to high school students in an international school (in full accordance with international Cambridge curricula and standards of teaching). I have also recently begun translation and editing work in Russian and English. I teach the GMAT grammar component to prospective graduate students at an international law school in Moscow. I also have an advanced command of the Russian language and possess a certificate from the University of Cambridge for the completion of their IELTS online training course, as well as an Honours B.Sc. in biochemistry and a minor in macroeconomics. I have almost 1 year of experience teaching adults and children in Moscow, 2 years of experience teaching English in person and via Skype to Russian speakers of all stripes (ages 5-50+), 2 years of one-on-one experience tutoring a pair of young native speakers of English (ages 9 & 11) and one year in the classroom as a teaching assistant. Copies of any documents/proof available upon request.