



# NAZILA ENTEZARI

Teacher/Translator

## EDUCATION

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### MA in TEFL

University of Science and Research

### BA in Translation

Islamic Azad University

## WORK EXPERIENCE

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### Private Language Institute Teacher/Tutor

April 2000 - Current

- Prepared and implemented lesson plans covering required course topics.
- Administered assessments and tests to evaluate students' progress.
- Explored and implemented innovative use of technology in language education.
- Worked with administrators on behavioral issues to support needs of students.
- Kept classroom organized, clean, and safe for students and visitors.

### Private Language Institute Institute Director

April 2004 - Current

- Maximized productivity by keeping detailed records of daily progress and identifying and rectifying areas for improvement.
- Delivered feedback to decision-makers regarding colleagues' performance and training needs.

### Private Language Institute Supervisor

April 2003 - Current

- Applied leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Identified individual colleague's unique work styles and adapted management methods.
- Performed annual evaluations
- Mentored newly hired colleagues.
- Repaired equipment to keep jobs moving smoothly, informing maintenance department of major machinery failures.
- Worked with management team to implement proper division of responsibilities.

### Private Language Institute English/Persian translator

January 2000 - Current

- Attended training programs to improve professional knowledge and interpretation skills.
- Edited and proofread text to accurately reflect the language; maintaining message content, tone and emotion as closely as possible.
- Stayed current on new expressions and cultural changes impacting language translation.

## PROFILE

A dedicated and energetic teacher with 22 years of experience in teaching English/Persian to a large and diverse student population who not only did get engaged and challenged but also felt supported and secure while acquiring the new language. Focused Translator offering 22 years of experience with highly developed understanding of English/Persian language and culture.

## CONTACT

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## HOBBIES

Reading books  
Listening to music  
Watching movies  
Swimming

## SKILLS

Critical Thinking  
Problem-solving Abilities  
Communication Skills  
Organization Skills  
Adaptability  
Collaboration  
Emotional Intelligence