

# Sarah Jamal-Eddine

1 Oak Street Burlington, MA, 01803 (339)227-1721 [skjamaledidine@gmail.com](mailto:skjamaledidine@gmail.com)

## *Education*

University of Massachusetts Boston  
Dorchester, MA

Bachelor of Science: Biology  
May 2019

Burlington High School  
Burlington, MA

top 10% of class  
June 2014

## *Work Experience*

**Lead Kindergarten Teacher**  
**Malik Academy**

**August 2019-present**  
**Cambridge, MA**

*Created and taught data driven lessons based on curriculum, standards, differentiation, and accommodations*

- Integrated subjects for a more cohesive learning environment
- Attended weekly Professional Development
- Developed and delivered lessons in Math, Reading, Language Arts, Social Studies, Science, and Social/Emotional Development
- Used project-based assessment to allow students various ways to express what they have learned
- Conducted daily progress and behavior monitoring to facilitate student achievement and parent-teacher conferences

**Senior Coordinator**  
**International Translation Company**

**September 2017-December 2018**  
**Boston, MA**

Provided professional level coordination. Matching contractors with diverse language-based skills sets to interpretative need of a range of clients. Clients included public schools, hospitals, court hearings, and government services. Responsible for onboarding and training new coordinators and new clients. Implemented mechanisms, including scheduling software to confirm assignments. Outreach to clients to problem solve and address concerns. Opened and closed office location.

**Registrar**  
**Al-Bashaer Arabic School**

**October 2016-June 2019**  
**Roxbury, MA**

Ensured accurate enrollment for 100 plus students with diverse backgrounds. Interacted and provided hands on assistance to parents with varying degrees of English language understanding. Created registration forms, processed tuition payments, ensured emergency contact information. Updated attendance and tuition payment plan weekly. Provided support to the Director and 12-member teaching staff.

**Counselor/Teacher**

**June/Aug 2016 - June/Aug 2017**

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**Malik Academy/Arkanum Summer Camp** Roxbury, MA

## *Volunteer Experience*

**Co-Director, New England Region**

**August 2018-present**

**M.I.S.T (Muslim Interscholastic Tournament)**

**Boston, MA**

**Mentor**

**December 2015-present**

**Arkanum Youth Program**

**Roxbury, MA**

**Cofounder/Mentor**

**April 2013-June 2014**

**MIT MSA Middle School Mentorship Program**

**Cambridge, MA**

**Volunteer**

**June 2011-June 2014**

**Winchester Hospital**

**Winchester, MA**

**Health/Dental Clinic, Orphanage Volunteer**

**July 2013**

**Volunteer Morocco**

**Marrakech/Agadir Morocco**

## *Skills*

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Word, Excel, Powerpoint, Prezi, etc.
- Proficient with all social media platforms
- Passionate and committed
- Organized and detail-oriented
- Efficient problem solver
- Excellent customer service

**References Available Upon Request**