



Dejen Leul

English Teacher and Translator

Profile

Being a dedicated English Teacher with six years of teaching experience; I taught the rules of grammar, punctuation, spelling, and other nuances of the English language. I got a proven ability to work with different students providing a well-rounded education in all English skills including writing and reading comprehension. I had a proven ability to motivate students to achieve their goals.

Most importantly, I have been a devoted public relations officer who wrote press releases and other communication materials to increase business' public awareness. I worked with sales and marketing directors to create and advertise public relations campaigns.

Employment History

Freelance Translator - Compassion International, Addis Ababa, Ethiopia

February 2014 - June 2020

- Translate beneficiary letters, sponsors' letters as well as third-party letters.
- Escalate letters with any quality defects.
- Commit to following the seasonal workloads.

English Teacher - British International School, Addis Ababa, Ethiopia

April 2018 - October 2019

- Prepare lesson plans in advance that teach core objectives and principles that are relevant to future education, also showing students how this knowledge is useful in the real world.
- Teach several different classes of students the rules of grammar, punctuation, spelling, and other nuances of the English language.
- Track and report performance data to determine where changes need to be made and which strategies and methods are working.
- Develop stable, solid relationships with students with appropriate boundaries so they know I am available to help them when they need me.

Assistant Unit Leader - Fountain of Knowledge, Addis Ababa, Ethiopia

September 2014 - September 2015

- Increased employees' attendance records from passable to exceptional by emphasizing punctuality and being prepared to start work on arrival.
- Paid close attention to customers' concerns and addressed their queries and achieved an exceptional level of customer service.
- Controlled all confidential and proprietary information released to company clients.
- Collected subject matter for upcoming meetings, created the agendas, and sent out automatic notifications to those needing to attend.

Public Relations - Fountain of Knowledge, Addis Ababa, Ethiopia

September 2013 - September 2014

- Wrote press releases and other communication materials to increase business' public awareness.
- Worked with sales and marketing directors to create and advertise public relations campaigns.
- Edited and sent press releases and pitches to local media and the school community to maintain a positive image.
- Served as the photographer of the school for documentation and publication purposes.

Personal Information

Addis Ababa, Ethiopia

1000

+251913634485

dejenleul@gmail.com

dejenleul

<https://www.facebook.com/dejenleul>

<https://twitter.com/DejenLeulAskal>

<https://www.instagram.com/dejenleul6/>

<https://www.linkedin.com/in/dejen-leul-23309481/>

Professional skills

Translation:

★★★★★

Transcription:

★☆☆☆☆

Computer:

★★★★☆

Typing Speed:

★★★★☆

Paper Crafts:

★★★★☆

Languages

Amharic

★★★★★

English

Fluent

Hobbies

- Travelling
- Reading newspapers and magazines
- Listening to music
- Admiring nature

Employment History

Freelance Translator - Christian Children's Fund of Canada, Addis Ababa, Ethiopia

September 2012 - May 2013

- Effectively produced a translation in due time with the required quality.
- Escalated letters with any quality defects.
- Committed to following the seasonal workloads.

Journalist - Addis Now (City-guide magazine), Addis Ababa, Ethiopia

February 2012 - March 2012

- Performed to multiple tasks including contacting celebrities and couples for the celebrity picks as well as couple s' pages.
- Wrote articles and features.
- Composed stories of sports events, and so on.

Self-Contained Teacher - Hill Side School, Addis Ababa, Ethiopia

February 2010 - February 2012

- Graded students' assignments and tests, recorded results to keep the lead teacher informed of students' performance.
- Conducted one-on-one and small group tutoring to assist students in learning concepts taught in class.
- Held conferences with parents regarding their child's progress and covering areas of concern.
- Supported student learning of classroom topics by providing individual and small group tutoring.

Education

MA, Public relations & Strategic Communications - Addis Ababa University, Addis Ababa, Ethiopia

October 2019 - July 2021

- First semester grade point, 4.
- Public Relations Principles and Practices, A.
- Theories of Public Relations, A.
- Strategic Marketing and Marketing Communications, A+

BA, Journalism and Communications - Bahir Dar University, Bahir Dar-Ethiopia

October 2005 - July 2008

- Introduction to Journalism, B.
- Introduction to Communications, A.
- News Gathering and Writing, A.
- English for Journalists, A.

References

Mr. Tsehaywota Tadesse - Compassion International

TTadesse@et.ci.org - +251 91 151 1972

Country Director of Compassion International

Mr. Dawit Gizaw - British International School

derebed@yahoo.com - +251911103136

Head of school at British International School, Primary Division

Mr. Fitalew Bahiru - World Vision International

fitihb@gmail.com - +251911174609

Communication Specialist at World Vision International.