

Gena Eleias

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EDUCATION

- University of Delaware College of Arts and Sciences Bachelor of Arts/Science Class of 2022
- Major: Three Languages
- Minor: Global Studies
- GPA: 3.816
- Relevant Coursework: Arabic, Spanish, and French

ACHIEVEMENTS

World Scholars Program

- Studied abroad at St. Luis University of Madrid Fall, 2018
- DelaWorld leader from fall, 2020 till Spring, 2022.

Dean's List

- Recognized for the Dean's List from Fall, 2018 to Spring, 2022

Outstanding Performance Recognition

- Recognized by the chair of the French department for the outstanding performance in the French intermediate courses for fall 2020 and Spring 2021

A+ Cisco Certification

- Obtained my A+ Cisco Certification at Paul M. Hodgson Vo-Tech High School in June 2017

EXPERIENCE

Tutor at Huntington Learning Center

Newark, DE

- Teach kids ages vary from kindergarten to high school (September 2022- Current)
- Teach math (algebra) and English (verbal, reading, writing, phonics)
- Work with the student to build a calm and enjoyable learning environment
- Teach many different curriculums
- Explain the purpose and the goal behind each content
- Help the students to reach their goals in becoming better at school and improve their grades
- Able to manage working with up to three kids at the same time

Secretary at Happy Place Daycare

Newark, DE

- File paperwork with detailed system and organization (September 2022- January 2023)
- Translate documents and verbal conversations in Arabic and Spanish
- Translate birth-certificates and diplomas from Arabic to English
- Plan monthly worksheets for the kids
- Documenting the food programs for the kids and the staff
- Work with the management team to ensure a healthy environment for kids and staff
- Manage calls and emails from other business companies
- Access control administration setting up fob keys and access cards for staff and parents
- Register staff for certifications and on the Delaware State of Education web

Arabic Teacher Assistant

Newark, DE

- Help students achieve their goals (September 2021- May 2022)
- Assist them to communicate more professionally
- Improving their writing and reading skills

- Engage with them to understand their weaknesses in the language

Lab assistant at Bio-Lab

- Maintenance work for lab flies
- Clean lab equipment
- Prepare flies nutrition

Newark, DE
(March 2019-March 2020)

Sales Representative at Soutana Greek olive oil

- Product preparation and representation
- Selling and advertising of the product on social media and on-site
- Responsible for preparing and shipping online orders

Newark, DE
(Dec 2019 – Jan 2020)

Receptionist at Nucleus Program

- Organize events with small groups
- Assist students with supplies

Newark, DE
(March 2019-May 2019)

Secretary at Paul M. Hodgson Vocational Technical High School

- Worked in the student activities office
- Organized events such as homecomings, prom, and trips
- Prepare events fliers using Microsoft office applications
- Responsible for answering phone inquiries from parents and faculty staff

Newark, DE
(September 2018 – April 2018)

Volunteering

Sunday School Teacher at St. Mary Church

- Teach Middle Schoolers and High Schoolers the Bible, the Orthodox faith and dogma, church rituals, and hymns
- Organize activities related to the lessons
- Facilitate the activities
- Judge in spiritual competitions
- Engage with the students to build a friendly relationship
- Plan and organize spiritual days, retreats, and field trips

Newark, DE
(September 2019- Current)

DelaWorld Leader at UD

- Plan and facilitate PDOs and Welcoming events
- Conduct interviews with new students
- Make the admission decision for the applicants based on their qualifications
- Panelist at World Scholar events
- Answer questions from parents and students about the program

Newark, DE
(Fall 2019-Spring 2022)

No Lost Generation member

- Sponsor refugees' scholarships to continue their education
- Organize fundraising events
- Volunteer to help refugees get introduced to new communities
- Project management with mid-size teams

Newark, DE
(March 2019-March 2020)

ESL tutor

- Volunteered to tutor English for a semester
- Tutored a group of 9 ages varied from 20s to 50s
- Worked in a team of 3 college volunteers
- Accomplished my goal and all the students got their certification

Madrid, Spain
(September 2018-December 2018)

SKILLS

- Arabic: Native
- English: Native

- Spanish: Professional
- French: Intermediate
- Microsoft Office
- Google Drive
- Flexibility Training
- Public Speaking
- Leadership
- Intellectually curious
- Easily Adaptable
- Organization
- Time management