

# MERIAM BEN SALEM

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#### **EDUCATION**

University of Lyon II, Lyon, France

EXPECTED IN 06/2024

# Bachelor of Applied Foreign Languages: English - Arabic

- Completed University-level Coursework: Legal Anthropology, Faculty of Anthropology, Sociology and Political Science - Lyon II, 2022
- Completed University-level Coursework: Constitutional Law, Julie-Victoire Daubié Faculty of Law - Lyon II, 2022
- Completed University-level Coursework: Climate: Science, Politics and Representations, Faculty of Anthropology, Sociology and Political Sciences - Lyon II, 2023
- Completed University-level Coursework: Legal Theory, Julie-Victoire Daubié Faculty of Law - Lyon II, 2023

University of Lyon II, Lyon, France

06/2022

1st Year Bachelor's: Linguistics

International School of Carthage, Tunis, Tunisia

06/2021

## **High School Diploma**

- Completed Coursework: History-Geography, Geopolitics and Political Science, 2021
- Completed Coursework: Humanities, Literature and Philosophy,
- Study Abroad: English Chaucer College, Canterbury, United Kingdom, 2018

# **PROFESSIONAL** SUMMARY

Effective Student committed to learning, developing new skills and team contribution. Self-directed and energetic with superior performance in both autonomous or collaborative environments working independently and collaborating with others on group projects.

### SKILLS

- Activity Planning
- Project Management
- Documentation Skills
- Social Media Posting and Promotion
- Problem-Solving
- Document Editing and Proofreading

### **WORK HISTORY**

**Tourist Guide** | Lyon II Institute Of Technology - 11/2023 - CURRENT Lyon, France

Researched information on Lyon to provide accurate, detailed

tours.

- Guided groups of up to 10 people on scheduled tours.
- Collaborated with other tour guides to provide comprehensive and enjoyable experience.

**After-School Tutor** | Independent - Lyon, 10/2022 - CURRENT France

- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Supported students with helpful study habits and exam strategies.
- Provided homework assistance using specific curriculum and materials.
- Developed methods to motivate and engage students in learning.

**English Tutor** | Independent - Lyon, France 10/2021 - CURRENT

- Improved students' written and verbal English skills through personalized learning programs.
- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Taught students study techniques and strategies for succeeding on grammar and composition tests.

Arabic Tutor | Independent - Lyon, France 10/2021 - CURRENT

- Facilitated small group and one-on-one tutoring sessions focusing on academic subject areas.
- Conducted review sessions to help students prepare for tests.
- Motivated students with accurate feedback and positive reinforcement.

French Tutor | E-Tandem Program - Lyon, France 10/2022 - 05/2023

- Structured French learning plans around individual assessments and proficiency.
- Led online language classes for advanced students from the University of Manchester, United Kingdom.
- Maintained detailed records of French tutoring sessions using progress reports and other relevant forms.

**Community Service Volunteer** | Visualize Club - 09/2019 - 08/2021 Hammamet, Tunisia

- Assisted with special events and programs.
- Used strong interpersonal communication skills to convey information to others.
- Communicated with staff members to stay informed about volunteer opportunities and events.
- Managed cases of elderly clients receiving social or community service support.
- Helped create comprehensive program to meet special needs.
- Gained knowledge and experience working with children in educational setting.
- Collaborated with local organizations to provide food baskets to families in need.
- Established and maintained relationships with local organizations to coordinate volunteer efforts.

- Coordinated with local government to provide resources to clients.
- Improved clients' coping with routine life activities such as food budgeting and rental payments during the height of the COVID-19 crisis.
- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Worked effectively in fast-paced environments.
- Managed time efficiently in order to complete all tasks within deadlines.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Excellent communication skills, both verbal and written.
- Paid attention to detail while completing assignments.
- Worked flexible hours across night, weekend and holiday shifts.
- Developed and maintained courteous and effective working relationships.
- Organized materials and completed writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Reviewed, revised, modified and edited documents prepared by others.
- Created, maintained and updated manuals, procedures, specifications and other documents.
- Edited, proofread and fact-checked content for accuracy.

#### **HOBBIES**

- Photography
- Instruments: Piano, Violin and Guitar
- Painting
- Language learning

# Arabic Bilingual or Proficient (C2) English Bilingual or Proficient (C2) German Upper intermediate (B2) Korean Intermediate (B1)