

# Curriculum Vitae

## Personal information:

Full name **Molnár, Dóra**  
Date of birth 03 September 1983  
Place of birth Hajdúnánás, Hungary  
Nationality Hungarian  
Marital status Single



## Contact Details:

Present address St. 579, #F11, Sangkat Chhroy Chanvar Phnom Penh  
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## Professional experience in reverse order:

**November, 2018- Paragon International University (formerly Zaman International University), Phnom Penh, Cambodia**  
**Lecturer**

- ✓ Design age proper curriculum
- ✓ Teaching English Grammar, Reading, Note-taking skills and Academic writing
- ✓ Preparing lesson plans, Progress Tests and Assignments

**October, 2017 – August, 2018** **CIAPP International School, Phnom Penh, Cambodia**  
**Multiple Subject Teacher – Grade 5**

- ✓ Taught Math, Social Studies, Science and ELA (English language arts)
- ✓ Adhered to all curriculum requirements as set forth by the school board
- ✓ Enhanced students' academic and social growth by using varied teaching strategies and techniques
- ✓ Handled a variety of paperwork, including grade logs (School Base), lesson plans and student evaluation forms
- ✓ Kept parents and caregivers apprised of classroom activities through Class 123 application and take-home forms

- ✓ Used computers, audio-visuals aids, and other equipment and materials to supplement
- ✓ Met with other professionals to discuss individual students' needs and progress
- ✓ Conferred with other staff members to plan and schedule lessons promoting learning, following approved curricula
- ✓ Attended professional meetings and teacher training workshops to maintain and improve professional competence. Select, store, order, issue and inventory classroom equipment, materials, and supplies.

**March, 2015 –  
October, 2017**

**Freelance work  
Professional Makeup Artist**

**February, 2012  
– March, 2015**

**Hummus house (formerly Beirut Resto), Phnom Penh, Cambodia  
General Manager**

- ✓ Manage all aspects of food service operations
- ✓ Create advertising, public relations, promotions and social media campaigns
- ✓ Hire, train, motivate, supervise, evaluate, schedule and terminate employees.
- ✓ Oversee inventory control, ordering, food sanitation and quality control of food products.
- ✓ Developed new menu items
- ✓ Ensuring Health & Safety and also hygiene procedures & standards are maintained
- ✓ Having an in-depth knowledge of all menus
- ✓ Responsible for recruiting, training & developing restaurant staff
- ✓ Dealing with and resolving customer complaints
- ✓ Analyzing and planning restaurant sales levels and profitability. Preparing reports at the end of the shift/week, including staff and food control, and sales.

**October, 2010 –  
February, 2012**

**Sambo's Tots Playhouse & Playschool, Phnom Penh, Cambodia  
School Manager**

- ✓ Was responsible for hiring staff, sourcing, interviewing.
- ✓ Making staff schedules, keeping staff records, and conducting staff coaching.
- ✓ Parent Relations
- ✓ Observed the teachers-student cooperation and overall classroom atmosphere
- ✓ Helped teachers in planning curriculum activities for their classes
- ✓ Responsible for assisting principals, vice principals, and teachers in operating the school
- ✓ Was responsible for supervising the performance of teachers and students

- ✓ Conducted meetings and seminars for teachers
- ✓ Organized workshops for teachers to improve their teaching skills
- ✓ Designed innovative programs to ensure safety of school
- ✓ Generated rules and procedures
- ✓ Oversaw school budget
- ✓ Was responsible for making annual plans for events and students' learning

**October, 2009 – October, 2010**     **Fredfort International Institute, Phnom Penh, Cambodia**  
**ESL Teacher (Part-time)**

**BELTEI International Institute, Phnom Penh, Cambodia**  
**ESL Teacher (Part-time)**

- ✓ Taught English language to the variety of age groups
- ✓ Adhered to all curriculum requirements as set forth by the school board
- ✓ Enhanced students' academic and social growth by using various teaching strategies and techniques
- ✓ Handled a variety of paperwork
- ✓ Conferred with other staff members to plan and schedule lessons promoting learning, following approved curricula

**2008 – 2009**     **Sheraton Hotel, Amsterdam, The Netherlands**

**Housekeeping Supervisor**

- ✓ Assigned workers their duties and inspects work for conformance to
- ✓ Prescribed standards of cleanliness
- ✓ Investigated complaints regarding housekeeping service and equipment, and takes corrective action
- ✓ Coordinated work activities among departments
- ✓ Conducted orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment
- ✓ Evaluated records to forecast department personnel requirements

**2008 – 2009**     **Syncreon, Tilburg, The Netherlands**

**Logistics coordinator**

- ✓ Ensured supplier compliance by customer; pre-notice, on time, proper packaging and labelling
- ✓ Provided assistance of site delivery activity
- ✓ Performed order registration, which may include special requirements, i.e.: extra labour, forklifts, cranes, etc.

**2006 – 2008** Maklary Lajos Primary School, Hajdunanas Hungary  
**Teacher of Hungarian Language**

**2004 – 2006** Benedek Elek Primary School, Debrecen, Hungary  
**Teacher of Hungarian Language**

### **Educational Summary in reverse order:**

**2002 – 2006** Kolcsey F. Protestant Teacher Training College, Hungary  
**Teacher’s Degree (Equivalent to BA in Primary Education)**

**1998 – 2002** Korosi Csoma Sandor Secondary Grammar and Technical School  
High School Diploma

### **Additional qualifications:**

**January, 2015** Make-Up Group School, Hungary  
Professional Makeup Artist

**Computer Skills:** SAP, Windows, MS Office, Internet

**Driving license:** ‘B’ category Hungarian; Cambodian

**Languages:** Hungarian (native), English (fluent)

### **Internships:**

**2002 – 2006** University of Debrecen Arany J. Practitioner School, Debrecen,  
Hungary  
Benedek Elek Primary School, Debrecen, Hungary

### **References:**

**Mike Abbouchi**, Executive Manager, Hummus House/Beirut Resto

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**Shiandy Puyao**, Project Manager, CIS and EFI

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