

With 9 years of varied experience, there's much I can offer to my country; Egypt via training and other services to develop society to enable it to face life with strong mind and willing. I have years of experience in mentoring and coaching student, graduates and employees in South Valley University, many organizations and career centers. I'm confident that my passion development, together with my skills and experience will enable me to make a significant difference at your organization.

CAREER OBJECTIVES:

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to become a valued asset.

Summary of Qualifications:

- Developed new quality standards for better quality performance and reliability.
- Ability to organize, prioritize and work under extreme work pressure, heavy work load and deadlines.
- Manage social media in job searching.
- Strong personal communications skills with
- Encouraged creativity and higher-order thinking to increase learners' performance.
- Utilized modern teaching methods such as e-learning, active learning and mock experiences.
- Excellent in using office (Power point , word, Excel, IT, Windows, Internet and Access)
- Strong verbal and personal communication skills.
- Self-motivated, initiative, maintains a high level of energy.
- Accuracy and Attention to details.
- Tolerant and flexible, adjusts to different situations.
- Organization and prioritization skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.

WORK EXPERIENCE:**CAREER ADVISOR AND TRAINER OF ENGLISH FOR WORK PLACE (EWP) AND PROFESSIONAL DEVELOPMENT:**

LEEP, World Learning, South Valley University, Career Development Center (CDC)(01/07/2017 to 31/12/2015)

- Provide individual and group training in job search and employment readiness to students and recent graduates
- Provide individual and group career advice and career direction services to students and recent graduates.
- Develop and implement programs and services designed to equip students and recent graduates with necessary job search skills and employment preparation
- Ensure the acquisition, maintenance, and dissemination of information regarding career fields, employment opportunities, and specific employers for full-time, part-time, internship and work-study opportunities
- Ensure the development and maintenance of databases and online resources to support and deliver career services to, students, recent graduates and employers
- Develop and implement strategies to identify potential employers and to sustain relationships between with them and the CDC
- Develop and implement communication strategies to represent the CDC to various campus constituencies, such as faculty, staff, senior administration, and students.

- Work with faculty members and university administrators, to support students' and recent graduates' employability
- Develop and implement communication strategies to represent the CDC to various off-campus constituencies and interests including media, employers, alumni and the general public

ENGLISH LANGUAGE INSTRUCTOR, TRANSLATOR AND INTERPRETER

South Valley University, Faculty of Arts, English Department (01/09/2008 to 30/06/2014)

TRANSLATING FROM ARABIC TO ENGLISH AND VICE VERSA

TRAINING THE STUDENTS ON THE FOLLOWING:

- General English
- Business English
- Conversational English
- English for Specific Purposes (ESP)
- English for Occupational Purposes (EOP)
- Preparation for TOEFL and TOEFL, PET
- The Arts of Translation

CAREER DEVELOPMENT SKILLS

- Career Achievements and Highlights
- Augmenting student learning through instruction.
- Increasing speaking levels devoting additional time on Speaking and Language Arts within the classroom; effectively altered lessons to accommodate lower speaking and language levels.
- Motivating learners to take charge of their own learning and set their own goals.
- Maintaining effective behavioral management within the classroom by incorporating motivational activities and positive reinforcement strategies.
- Conducting various training programs

TRANSLATOR AND INTERPRETER

- Administration of Agriculture and IFAD (for a week)
- International Company for Protecting the Environment, Qena()

ENGLISH LANGUAGE SUPERVISOR AND TRAINER

- Future Gate Academy
- The International Center for Training and Business Management(ICTBM)
- The Best Center for Training

ENGLISH LANGUAGE TRAINER AND TRANSLATOR, ARAB AFRICAN INSTITUTE.

TRAIN ON THE FOLLOWING:

- General Skills of English Language
- TOEFL.
- EPT
- Effective Business Communication Skills
- Self-Confident
- Presentation Skills
- Business Writing Skills

- Conversational English
- C.V and Interview
- Argumentation Skills
- Stress Management
- Team Work Skills
- Negotiation Skills
- Planning and Controlling
- Body Language and Reading Gestures
- Solving Problem Skills
- Time Management
- Mind Mapping

EDUCATION:

HELWAN UNIVERSITY

- Master Degree on Comparative literature, 6/2017 till now.

SOHAG UNIVERSITY

- Pre-master course in English Language, Literature, Faculty of Arts, (2015)

SOUTH VALLEY UNIVERSITY

- Good, Educational and Human Science Diploma, Faculty of Education, (2010)
- Good, Licentiate of Arts in English Language and its Literature, Faculty of Arts, (2008)

Trainings:

- Preparing Academic Teacher, South Valley University, Career Development Center, 08/2017
- customer Service Agent, Vodafone UK account, Smart Village, 01/2017
- Pathways to higher education Ford Foundation, Cairo University and South Valley University (Managerial Approach)
- Pathways to higher education Ford Foundation, Cairo University and South Valley University (Behavioral Approach)
- Pathways to higher education Ford Foundation, Cairo University and South Valley University (Knowledge Approach)
- Photo shop Information Centre ,South Valley University
- TOT FBC
- TOT International Centre for Training an Management (ICTM)
- Adolescent problems The Best for Training and Technology
- Time Management The Best for Training and Technology
- Quick Reading International Centre for Training an Management (ICTM)
- Self-Control International Centre for Training an Management (ICTM)
- Marketing International Centre for Training an Management (ICTM)
- Educational Consultant International Centre for Training an Management (ICTM)
- ESP World Learning
- Crisis and Stress Management STA

OTHERS:

VOLUNTARY WORKS:

ENGLISH LANGUAGE INSTRUCTOR CAREER ADVISOR AND TRAINER OF ENGLISH FOR WORK PLACE (EWP) AND PROFESSIONAL DEVELOPMENT:

- USAID, LEEP, World Learning, South Valley University, Career Development Center (CDC)(12/2013 to 6/2014)
- Unpaid wage teacher of English language at night classes in the Association of Developing Society
- An assistant SOLIYA under the supervision of DR/ Abdulmawgud Rageh
- Attending Teacher Day British Council.

CONFERENCES:

- Supporting Dr. Moushira Khattab for UNESCO leadership on 26/09/2017.
- The 1st Conference of The role of youth in cultural reform and was nominated as a representative of the youth in the Committee of Recommendations.

EDITIONS

- I held a research entitled with" Critical Study on Shakespeare's OTHELLO' Racial Attitudes
- I held a translation for some essays from Alarabi magazine
- I held a study about primitivism people as a graduation project for culture subject
- I held a study on English Language Difficulties
- Held a study on Critical Theories
- Held a study on Harold Pinter 's Dumb Waiter
- Held a study on Hermeneutics
- Held a study on Hemingway's An Old Man and the Sea
- Held a study on Oscar's Mother Courage