

# Curriculum Vitae



NAME:	TITLE:	SCHOOL:
Rasha Raouf Ghebrial Abd El Sayed	ESP Instructor	AAST College of Language & Communication (formerly Institute for Language Studies)

Contact Information	
Address :	Gamal Abd El Nasr street, Miami, Alexandria.
Mobile: 01222556077	TEL.: 03-5490549
E-mail: rasha_raouf87@yahoo.com	

QUALIFICATIONS:
<b><u>EDUCATION:</u></b>
<i>2009- 2014 Alexandria University, Faculty of Arts, English Department, Linguistics and Translation</i> Pursuing a Master's Degree Research area: Critical Discourse Analysis and Political Media Discourse.
<i>2005- 2009 Alexandria University, Faculty of Arts, English Department, Linguistics and Translation</i> Bachelor's Degree (Ranked the 7 <sup>th</sup> among class 2009)
<i>2002-2004 El-Nasr Girls' School (E.G.C.)</i> High School
<b><u>CONFERENCES &amp; COURSES ATTENDED</u></b>
* ICDL
* Advanced Translation Techniques -Alexandria University
* International Maritime English Conference 22 (IMEC 22)

**CURRENT POSITION:**

**ESP Instructor The College of Language & Communication (formerly Institute for Language Studies), Arab Academy for science, Technology & Maritime Transport, Alexandria**

**(Sep. 2009 to present)**

- \* Teaching Technical Report Writing course at the College of Maritime Transport
- \* ISO-Coordinator Maritime English III
- \* Assistant Coordinator Maritime English IV
- \* Assistant Coordinator Maritime English I
- \* Teaching ESP II at the College of Business Administration.
- \* Participating in the material development team for ESP I & ESP III at the College of Maritime Transport.
- \* Setting and reviewing exams for the ESP courses at the Colleges of Maritime Transport and Marine Engineering.
- \* Part of the Translation and Editing Division in the ILS.

**KEY SKILLS:**

- \* Strong communication skills
- \* Ability to work under pressure
- \* Time management skills
- \* Organized professional dealing with administrative issues
- \* Classroom management
- \* Ability of leading a team effectively
- \* Competent user of Microsoft office
- \* Preparing exam tasks professionally
- \* Flexible and able to handle different situations

**OTHER ACTIVITIES**

- \* Reading and writing
- \* Attending events related to literature, music and movies.
- \* Travelling