

Noureen Hesham Hassan Hafez

Teaching Assistant and Coordinator

Contact

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Education

- **Bachelor of Arts**
College of Language and Communication- Arab Academy for Science, Technology and Maritime Transport and Universitat Autònoma de Barcelona, **June 2019**
Cumulative GPA: 3.94/4.0 (Excellent with honors) **Ranked 1st out of my batch**
- **High School**
Futures Language School, **2015** – Thanaweya Amma (85%)

Work Experience

- Teaching Assistant and Coordinator at **Arab Academy for Science, Technology and Maritime Transport (AAST)** **(September 2019 – Present)**
 - Teach different English curriculums in different colleges.
 - Respond to student's inquiries and assist in resolving problems.
 - Provide support to the delegated doctors and teaching assistants.
 - Prepare reports for the progress of educational process.
 - Upload student's grades on the system.

Internships

- Trainee at Al-Ahram Weekly for 4 weeks in Ramses. **(August 2018)**
 - Write English articles.
- Trainee at Middle East Agency for 1 week in Downtown. **(July 2018)**
 - Political and Newspaper translation.
- Trainee at Maspero for 1 week in Radio and TV Institute. **(June 2018)**
 - Comprehensive Broadcaster

Certificate and Participation

- Participant in translating "The World through Arab Eyes" as a graduation project.
- **British Council**
Completed B1 Level in Conversation Programme **(July-December 2018)**
- **AAST'S Seminars**
Attendee of seminars with Translation and Media Specialists **(2015-2019)**
- **Educational Preparation Course for Graduate Teaching Assistants and Lecturers** **(August-September 2022)**
Attendee of lectures regarding teaching methods
Presenti
- **ICDL** **(September 2022)**
Completed Concepts of Information and Communication Technology
Completed Using the Computer and Managing Files
Completed Spreadsheets
Completed Web Browsing and Communication

Completed Word Processing
Completed Using Databases
Completed Presentation

Software

- **Basic Knowledge**

Final Cut Pro

- **Intermediate**

Adobe Premiere Pro

- **Professional**

Microsoft Office- Subtitle Workshop

Languages

Mother Tongue

Arabic

Fluent

English

Pre-Intermediate

French