**

***Ghada Ismai"l Tamer***

# *Personal Details:*

Date of Birth: 30/04/1980

Home Address: Nasr city, Ramsees Extension area , Cairo

Marital status: Married

***Phone:***

Mobile: +2 010 188 9605

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# *Education:*

First University Degree: Languages & Simultanous Translation

University: El\_Azhar University ,Cairo

Faculty: BA of Arts

Major: English

Graduation year: 2001

Additional study: private diploma in translation (Assiut University)2003

Car own

*Professional Experienc:*

***Current job:***

*English translator*

*Employer: Military of Defence of Language Institution “ MODLI”*

*From: 10-10-2010*

# *Previous Experience:*

***Job title****: English Trainer*

*Employer:* ***El\_ Shrouk Academy***

From:22/03 to 25/07.

***Job title:*** *English trainer*

*Employer****: AXON***

From: 08/09/2009 to 05/01/2010

***Job title:*** *English Translator*

*Employer* ***(Synergy)***

From: 19/04/2008 to 01/06/2009

Job description Translating from English into Arabic & from Arabic into English

English Trainer

19/04/2008 to 01/06/2009

teaching soft skills,english levels & busines English

for children & adults.

participating in monitoring and evaluating groups.

Stating final exams.

Handling celebration cermonies for the excellent.

***Job title:*** *Executive secretary*

*Employer:****(ETIM)*** *Egyptian Trade- investment & marketing*

*Association*

From: *01/02 2009 to 20/09/2009*

***Job title*** English Translator

Translating from arabic into english and from english into arabic

*English instructor*

*Employer*: ***(CTC)*** Career for training & Consultancy

*Teaching translation cources*

From 2006 to 2007

Job description teaching general English levels &business English,translation.

Participating in monitoring and evaluating. preparing placement tests

Responsible for trainers oral interviews

Handling trainees problems.

***Job title****: English trainer*

*Employer* ***(CDC)*** Career Development & Consultations Academy in

cooperation with *ORASCOM*

From 24/02/2008 to 13/04/2008

Job description: teaching soft skills & busines English for adults.

***Job title:***  *English instructor ,translator.*

*Employer*: ***(GWLA***) Giving Without limits Association .

From: 18/12/2004 to 20/06/2007.

Job description: \* preparing material,tests,designing lessons,

\* Making contact with candidates,

\* Translating,

\* handling trainees' problems,

\* searching and preparing the training material,

***Job title:***  *Admin*

*Employer*: ***(GWLA***) Giving Without limits Association .

From: 18/12/2004 to 20/06/2007.

***Job title:***  *Admin*

*Employer*: ***(CTC)*** Career for training & Consultancy

From 2006 to 2007

***Job title:***

*Executive Secretary*

*Employer****: Appercrombie&Kent***

From: 2003

job description: \* stating Schedules.

\* handling official visits.

\* handling telephone calls.

\* meeting customers needs.

***Job title:***

*Executive Secretary*

*Employer*  ***Kimidar Tours***

From: 2003

job description: \* handling telephone calls

\* stating Schedules

\* handling official visits

# *Training Courses:*

***EAAC:*** (training experts in the Middle East)

passed a workshop about *''Power Human Energy''*

***GWLA:*** (*Giving Without limits Association).*

\* Participated in 2 work shops

- "*How to plan your life?”*

- *communication and presentation skills*

- *‘‘The creative code of human brain''*.

- *Communication skills .*

***De*** ***Bono center***  \* passed 20 hr’s on "*Basic Training Workshop On The*

*CoRT Program,“*

\* passed a 20 hr's on "*Train – the Trainer on the*

CoRT Program"

***Global Exchange Program***: \* participated in the *GXP****.*** Organised by the *Bitich Council*

# *Computer Skills*

Good user of Microsoft Windows all editions

Good user of Microsoft office applications

(word ,excel, and PowerPoint )

Advanced user of the internet

# *Voluntary Work*

- Volunteer in "GWLA" and Alansar “Associations

# *Languages*

-Arabic: Native (mother Tongue ).

-English: excellent (Spoken written ). French: good

# *Interests*

* Voluntary work
* Writing.

***References Furnished upon Request***