**

***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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 **E-mail:** ghada\_gh222@yahooo.com

# *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***