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| PERSONAL INFORMATION | Ahmed Abdel Hamid  |
|  |
|  | Mounira, 11562, Cairo, Egypt  |
|  +(20) 122-197-2896  |
|  ahmed.fathy@rc-rl.org  |
| www.linkedin.com/in/ahmedabdel-hamid |
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| WORK EXPERIENCE |   |

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| From September 1st, 2016 to presentFrom October 1st, 2016 to present |

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| Development officer  |
| The Regional Center for Rights and Liberties ([rc-rl.org](http://www.rc-rl.org/))  |
| * Prepared and implemented a fundraising development strategy
* Submitted four winning project proposal
* Conducted twelve quarterly and final detailed activity-based project reports
* Submitted one report to the 3rd cycle of the Universal Periodic Review
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 Project manager |
|  Transit for Art ([www.transit4art.co](http://www.transit-art.co/)m)  |
| * Designed two artistic programs
* Built and developed relationships with new and existing donors
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| From November, 2016 to July, 2017 | Fundraising officer  |
| Jesuit Film Festival ([www.jesuitfilmfest.com](http://www.jesuitfilmfest.com/))  |
| * Researched and expanded prospective donors network
* Created a strong fundraising message that appeals to potential donors
* Submitted one winning grant proposal
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| From January, 2016 to August, 2017 | Project coordinator |
| From Rags to Riches ([www.projectfrtr.org](http://www.projectfrtr.org/))  |
| * Provided administrative support to the project manager
* Contracted with vendors and service providers
* Drafted and managed two online media campaigns on Public art
* Supervised the accounting and billing
* Liaised with international and local artists, volunteers and consultants
* Translated artistic texts from Arabic to English
* Documented events, activities and the main exhibition
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| From June to November, 2016 | Project coordinator |
| Jesuit Film Festival ( [www.jesuitfilmfest.com](http://www.jesuitfilmfest.com/))  |
| * Provide administration support to the project manager
* Coordinated activities, resources, equipment and information
* Monitored project’s progress and implementation
* Translated technical texts from Arabic to English
* Acted as the point of contact and communicated project status effectively to all participants
* Drafted a detailed final report
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| From October, 2015 to August, 2017  | Assistant director |
| Mashrabia Gallery of Contemporary Art ([www.mashrabiagallery.com](http://www.mashrabiagallery.com/))  |
| * Coordinated events and activities
* Managed social media platforms
* Made an archiving and filing system for all Mashrabia’s emails, posters, flyers and artworks
* Supervised Mashrabia Gallery’s website, newsletters and press releases
* Translated artistic texts from English to Arabic and vice versa
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| From November, 2014 to June, 2015 | Communications officer |
| ASCII Foundation for Contemporary Art Education  |
| * Manage events and workshops held in ASCII space
* Handle social media platforms
* Contribute to setting ASCII’s long-term strategies
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| TRAINING |   |

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| August 2014 | Human Rights summer school  |  |
| Cairo Institute for Human Rights Studies (cihrs.org) |
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| October 2014 | Feminism school  |  |
| Nazra for Feminist Studies (nazra.org) |
| March 2015 | Democracy school  |  |
| Egyptian Democratic Academy (www.facebook.com/egyda.org) |
| August 2015 | TOT and Facilitation training  |  |
| Cairo Institute for Human Rights Studies (cihrs.org) |
| October 2015 | Freedom of thought and expression training  |  |
| Heliopolis Center for Political Development and Human Rights Research (hpdhr.wordpress.com) |
| July 2016 | Community engagement and local needs assessment  |  |
| International Republicans Institute (www.iri.org) |
| November 2017 | Designing and managing cultural projects under hard circumstances – Fa’ael  |
| Action for Hope (www.act4hope.org) |
| April 2018 | Advocacy and campaigning workshop  |  |
| The Regional Center for Rights and Liberties (rc-rl.org)  |

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| PERSONAL SKILLS |   |

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| Mother tongue | Arabic  |
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| Other languages | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | C1 | C1 | C1 | A2 | A2 |
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| Italian | A2 | A2 | A2 | A2 | A2 |
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| Communication skills | * good communication skills gained through my experience as a communications officer
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| Organisational / managerial skills | * leadership (currently responsible for a team of 5 people)
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| Job-related skills | * good administrative skills
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| Digital competence | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Problem solving |  |
|  | Proficient user | Independent user | Independent user  | Independent user |
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|  | * good command of the office suite (word processor, spreadsheet, presentation software)
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| ADDITIONAL INFORMATION |   |

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| MembershipsCourses | * Cairo Institute for Human Rights Studies Alumni club
* Grammar and punctuation course authorized by **University of California, Irvine** and offered through Coursera
* Curating workshop with **Didem Yazici**
* Action plans writing workshop at **Mahatat for Contemporary Art**
* Building Audience workshop at **Mahatat for Contemporary Art**
* Social media course at **AlMaqarr**
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