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

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| From September 1st, 2016 to present  From October 1st, 2016 to present | |  | | --- | | 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 |   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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| Memberships  Courses | * 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** |