

Curriculum Vitae



Personal data:

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Education and qualifications

1. Bachelor of military sciences -1992. Egyptian Military Academy.
2. Basic diploma of teaching English as Second Language -USA -1999
3. Advanced diploma of teaching English as Second Language -USA-2003
4. Certificate of teaching English as Second Language -American University in Cairo-2003.
5. Foundation Certificate in Written Media Translation. American University in Cairo -2010.
6. Ongoing study of a Master's degree in political sciences.

- **Expertise and employment history**
- (Note: At some stages of my career, I had worked in multiple positions at the same time, as in the part of teaching and translation.)

- **Translation:**

1-Translator at the Translation Department -Defence Language Institute Armed Forces.

Performing the following duties:

- (1) Translation from English to Arabic and vice versa of a wide range of military or general topics documents.

- (2) Revising and editing documents and reports prepared in English or Arabic that may require editing and/or any required improvement.

2- Senior English translator at the Military Media Centre: (2004-2006)

Performing the following duties:

- 1) Translation of reports and news from different media sources as newspapers, TV channels, and the internet.
- 2) Supervise other team members and provide assistance when needed.
- 3) Prepare, revise and issue the final media reports.

3- Freelance translator in “Mogatel From Desert Online Encyclopaedia” (a non-profit organization founded by Prince Khaled Bin Sultan ,Saudi Arabia)

Performing the following duties:

- 1- Translation of a wide variety of themes and topics.
- 2- Translation of “**The World Fact Book**”, a book that includes almost all areas of general topics and information about the countries of the world. For example, geography .history, population, communications, etc.
- 3- Translation of “**The Military Balance** “book issued annually and publicly by The United States Central Intelligence Agency (CIA).

Skills and expertise in translation:

- 1- Maintaining the highest level of accuracy.
 - 2- Very close attention to details.
 - 3- Excellent experience of translating wide range of general topics.
 - 4- Have a considerable knowledge of different areas and topics gained by erudition as a natural result of working in the translation field as well as personal development.
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• **Teaching English :**

1- Instructor of English language in the Armed Forces: (1999-2006)

Teaching English in the Defence Language Institute and other institutes

Performing the following duties:

- (1) Teaching the English language skills, general English courses and customized courses to military personnel.
- (2) Teaching general English and other customized English courses to civilians of different backgrounds and educational levels in different institutes.
- (3) Lesson planning, preparing supplementary materials, continuous learners' assessment and feedback.

2- Teaching English as a second language for adults in the American University in Cairo-School of Continuing Education. (2006 - Present).

Performing the following duties:

- 1- Teaching adult learners from different cultural backgrounds and nationalities.
- 2- Lesson planning, preparing supplementary materials, continuous learners' assessment and feedback.
- 3- Classroom management.
- 4- Attending teacher development workshops and seminars.

Other skills:

1. Excellent command of English language.
2. Excellent planning and administration skills.
3. Excellent communication and public relations skills.
4. The ability to work individually or as a member of a team.
5. Excellent leadership skills.
6. Excellent critical thinking and problem solving skills.
7. Excellent attention to details.
8. The essential knowledge of computer and internet.