**Mai Emad Afifi**

**Address: 2 El Manial St., Roda, Cairo, Egypt**

**Tel.: +202 368 7759 Mobile: +20100 110 7587**

**E-mail: maiemada@yahoo.com**

**Education**

May 2012 Career Certificate in Media Translation, The American University in Cairo (GPA 3.96)

July 2001 B.A. Public Relations and Advertising, Faculty of Mass Communication, Cairo University (Good)

**Training Courses**

Localization Workshop,The American University in Cairo

The Art of Article Writing, Al Ahram Center for Political and Strategic Studies

Communication and Interactive Skills, The American University in Cairo

Professional Business Writing, The American University in Cairo:

Level 1: Effective Communication Writing Skills

Level 2: Proposal and Report Writing

Effective Office Management Certification, The American University in Cairo

Level 1: Leadership and Office Management

Level 2: Interpersonal Relations

Level 3: Presentation Skills

**Professional Experience**

*December 2013- Present:* Arabic and Translation Studies Division, The American University in Cairo, Part-time Instructor.

*November 2013- Present:* Arabic and Translation Studies Division, The American University in Cairo, Teaching Assistant.

*March - June 2013:* Chemonics International Inc.,  
USAID Egypt’s Competitiveness Program (ECP), Freelance Translator

*July 2012- Present*: Ibn Khladun Center for Development Studies, Freelance Translator

**Volunteer Work**

*November 2013- Present*: Child and Youth Finance International, Freelance English/Arabic Translator

*February 2011- Present*: Youth Leader Magazine, United Nations Online Volunteers, Freelance English/Arabic Translator

**Awards**

*July 2011* Distinguished Volunteer: Best Performance Translator, Youth Leader Magazine, United Nations Online Volunteers

**Languages:**

Arabic: Mother Tongue

English: Excellent written and spoken

French: Intermediate written and spoken

**Computer Skills:**

SDL Trados

MS Office (Word, Excel, PowerPoint, Publisher)

Internet, Macromedia Contribute

**Personal Details**

Nationality: Egyptian

Marital Status: Single

Date of Birth: 27 May 1980

**References:**

Available upon request