

**Nada Hesham Mohamed Zaki**

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**Education:**

* Graduate from Faculty of Arts-English department, Alexandria university 2016
* National education (Thanaweya Amma) with a final average of 90%
* Primary, Middle and High School at Riada Language School (RLS), Alexandria

**Courses:**

* Finished foundation diploma in Translation and Interpreting at The American University in Cairo (2017).
* Recently finished taking Professional Legal & UN translation diploma at SCE, American University in Cairo (AUC).
* Upper intermediate conversation course at British Council

**Career:**

* Ex-member of the non-profitable charitable organization called Alpha Leo Club of Alexandria (2010-2013)
* Member of non-profitable charitable organization called Leo Club of Alexandria (2013- 2015)
* Worked at Unique Legal Translation (October 2018- October 2019)

**Skills and knowledge gained:**

* IT skills
* Windows
* Microsoft Office
* Time Management
* Leadership skills
* Problem-solving skills
* Communication skills(The ability to deal with various types of people successfully to achieve my goal)
* Negotiation skills

**Personal skills:**

* Ambitious
* Flexible
* Trustworthy
* Hard working
* Quick learner
* Patient

**Languages:**

* **Arabic:** Mother tongue language
* **English:** Fluent