**Afnan Ramadan**

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**SUMMARY**

Fresh graduated from Ain Shams University's Faculty of Women. My skills in problem-solving, social communication, and discussion management were refined through field trainings. Gaining individuals' trust is one of my strengths.  
I am passionate about pursuing opportunities. My adventurous spirit drives me to embrace challenges and constantly learn.

**EDUCATION**

**Faculty of Women - Ain Shams University**, **School of Arts** **Cairo, Egypt**

Bachelor of Arts, Department of Sociology  *Sep 2019 - June 2023*

**Grade:** Good

**EXPERIENCE**

**Volunteer With The ECHO Team In Catholic Relief Services, Non-Formal Education Department** *Jan 2024 – July 2024*

* Working specifically with unaccompanied and separated refugees
* Make an assessment and interview with unaccompanied and separated refugees
* Assisted Sudanese refugees in Egypt after war.
* Monitoring classrooms in Sudanese schools in Egypt
* Providing food assistance for in Sudanese schools for students and teachers
* Data entry – student and teacher attendance – teachers lesson plans
* Verifying Data
* Conducting mobilization calls with beneficiaries
* Delivering clear communication and information to beneficiaries through phone calls
* Read, analyze, and edit project documents.
* Supporting field officer in financial paperwork for the project
* Conduct regular follow-up calls/interviews with the survivors and provide basic emotional support.
* Communicate with the community school director to organize appointments, papers and agreements with him.
* Knowledge in assisting in the financial settlement requests.
* knowledge on protection, gender, diversity and inclusion
* Coordinate and conduct safe referrals with essential services as appropriate and follow-up to ensure services provided are responsive to the needs identified

**Manager Assistant at educational center** *Aug 2022- Aug 2023*

* Helping in managing the center and appointments for teachers
* Organizing halls **( 10 halls, and each hall has at least 50 students)**
* Organizing students: about **(200-600 students per day)**
* Achieved creative ideas for advertising for the center and negotiating with teachers to work in partnership with us.

**Teacher Assistant** *Sep 2019 - Aug 2023*

* Dealing with students, receiving questions and arranging class times.
* Managing their time and student data organization
* Facilitating effective communication with students and parents, liaising with the educational institution's administration
* Creating educational content and concise scientific summaries.

**VOLUNTEERING**

**Member at Social Media volunteers – EC4SDF** *October 2023*

* **Content Creation**: Developed engaging and informative content tailored to various social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn).
* **Campaign Management:** Assisted in planning, executing, and managing social media campaigns aimed at raising awareness about sustainable development goals and initiatives.

**Leader at Business development team at Career Explorers** *October 2023*

* **Team Leadership**: Led a team of business development professionals, providing guidance, mentorship, and performance evaluations to drive team success.
* **Strategic Planning**: Developed and implemented strategic plans to identify new business opportunities, target markets, and potential clients.
* **Market Analysis**: Conducted comprehensive market research and competitive analysis to inform business strategies and identify growth opportunities.
* **Innovation and Improvement**: Led initiatives to improve business development processes and implement innovative solutions for continuous improvement.

**COURSES**

**McKinsey & Company** *Dec 2023 -April 2024*

McKinsey Forward Program

* Leadership and Management Skills: Developed advanced leadership capabilities, focusing on effective team management, strategic thinking, and decision-making.
* Problem-Solving Techniques: Gained proficiency in McKinsey’s structured problem-solving approaches, including data analysis, hypothesis-driven thinking, and solution development.
* Digital and Analytical Skills: Enhanced digital literacy and analytical skills, learning to leverage data and technology for business insights and strategic initiatives.
* Business Acumen: Improved understanding of key business concepts such as market analysis, competitive strategy, and financial performance.
* Project-Based Learning: Engaged in hands-on projects and case studies that applied program learnings to real-world business challenges.
* Networking and Collaboration: Collaborated with a diverse group of peers and mentors, expanding professional network and gaining cross-industry insights.

**Psychological First Aid - Coursera** *April 2024*

* Acquired foundational skills in providing immediate psychological support during crisis situations.
* Learned to recognize and respond to signs of psychological distress in individuals.
* Developed competencies in active listening, empathy, and effective communication for crisis intervention.
* Gained practical insights into supporting people affected by natural disasters, personal crises, and other traumatic events.
* Applied course knowledge in real-world scenarios to enhance emotional resilience and mental health support strategies.

**SKILLS**

* **Interpersonal skills:** Teamwork, Leadership, Management, Communication, Adaptability, Organizing,   
  self-motivation, Positive mindset, time management, Fast learner
* **Professional skills:** Microsoft office (Very good), Canva, Photoshop
* **Multilingual:** Arabic (Native), English (Very good)