

Dalia Gadelahk

PROFESSIONAL SUMMARY

Dalia is a motivated Character who is always exposed to new technologies and eager to learn and develop her skills. She has 5+ years of experience as a frontend Developer using the latest Technologies including React. She started her career as an English Teacher and decided to make a career shift and this is because of her passion for Technology.

Technical Skills

- Very good skills in using HTML5 / CSS3 /preprocessor language (SASS)/ Javascript in building responsive web design
- Very good skills in building web pages using Bootstrap4
- Very good in using JQuery
- Implementing several projects using React library including react hooks
- Writing media queries and using CSS3 new features regarding animations, Grid, Flexbox..etc.
- Writing semantic and neat code using "BEM" methodology
- Uses Webpack, Babel, npm and yarn package manager
- Uses Git and dev tools
- Basic knowledge in C and C#
- Now, learning Redux
- Strong will to learn more programming languages and Technology according to the requirements of my future job and the company I'll work in
- Always exposes to new technologies
- Designing semantic Logos for project
- Uses "Emmet" and Visual Studio Code
- Understands quite well the role of Scrum-Agile Methodology in managing projects

Key Accomplished

- Created a full UI school website
- Defined an automated process to facilitate School/Parents communications
- Organized daily calendar for 25 teachers in a dynamic Schedule
- Published a series of English learning books as a foreign language
- Organized a large event for 50+ School members' to present my books
- Organized an annual school event for presenting student shows
- Organized an annual event in which 100+ teachers were awarded

EXPERIENCE

Seller, für 2 Franken Shop

July, 2020- Now

- Facilitates Sales, greets customers and offers them assistance.
- Opens and closes the shop according to its opening time
- Control the Cash register and write down daily income report
- Oversee Sales Administration and prepare the Sales Floor
- Perform Inventory Management and Restocking.

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EDUCATION

Bachelor degree in
English and French
Faculty of languages,
Ain Shams University,
Egypt, Cairo
June, 2005

Personal Skills

- Excellent communication skills
- Very good organization and time management skills
- Analytical thinking and excellent attention to details
- Flexibility in re-setting plans according to dynamic requirements
- Quick learner and love challenges

Hobbies

- Reading in Psychology
- Writing English poems and short stories
- Traveling and exploring new places/cultures

Languages

- English [C2 level]
- German [B2 level]
- French [A2 level]
- Arabic [mother tongue]

Personal Information

- Date of birth: 8/5/1984
- Place of birth: Egypt
- Place of living: Zurich/Switzerland
- Available work permit: from June 2019

Web designer, freelancer *May,2018 – Now*

- Implements new web design projects from A to Z
- Enhance my technical skills and learn new technologies
- Here is my portfolio link: <https://daliagadelhak.github.io>

Frontend Developer, Thebes Schools *Sept,2013– May,2017*

- Create the UI for the school website including HTML, CSS, JAVASCRIPT and JQUERY
- Responsible for implementing all HTTP REQUESTS needed for students marks, login, messages, school notifications... etc.
- Responsible for tracking problems faced by the students/teachers and organise a suitable solution with my team

Executive Secretary, Memphis School *Jan,2011 – Sep,2013*

Owner of M&M Nursery *Sept,2012 – June,2015*

- Manage an active calendar for the school manager including planning appointments, meetings and conferences
- Handle and prioritize all outgoing or incoming correspondence (email, letters, packages etc.)
- Represent school in regular meetings with ministry of education
- Opened my own nursery and manage it during my work as an executive secretary
- Act as the focal point between the parents and the teachers

“Mr. Mack” Supplementary book *August,2011*

- Publish my series of English supplementary books “Mr.Mack”

English Supervisor, Golf School *June,2008 – August,2010*

- Supervise the teachers' work
- Maintain english syllabus across the curriculum calendar
- Organize a training course for the teachers twice a year
- Train the teachers to use new methodology in teaching

Head of English theatre, El Farouk School *March,2006 –May,2008*

- Responsible for organizing english plays for the students
- Make rehearsals and prepare costumes
- Organize a party at the end of the school year to present the plays

English teacher, El Farouk School *Nov,2005 – May,2008*

- Teach English for elementary stage
- Develop children's presentation skills in using the English language
- Follow up the children homework and supervise them in school activities