

# Menna Rihan

New Cairo, Cairo, Egypt

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## Summary

Front-End Web Development Student

## Experience

### Frontend Web Developer

Freelance

Jun 2024 - Present (2 months)

### Food Photographer/ Stylist

Self-employed

Dec 2014 - Present (9 years 8 months)

- Art direction.
- Prop styling.
- Photo editing.

### Executive Secretary & HR Assistant

AB Care for Medical Supplies

Oct 2011 - Oct 2012 (1 year 1 month)

- Writing letters.
- Handling hotels reservations.
- Translating any required document from Arabic into English and vice versa.
- Receiving& filtering CVs.
- Handling telephone interviews for candidates.
- Managing interviews process & setting the applications and tests for candidates.
- Managing the attendance process for the employees.
- Writing meetings minutes.
- Posting job vacancies advertisements.
- Scanning and filtering cvs.
- Assisting in the hiring process, following up with the employees and making the insurance applications for them.
- Assisting in the purchases processes.
- Doing researches regarding anything required by the HR department.

### Freelance Translator

Tarjamat

Feb 2010 - Mar 2011 (1 year 2 months)

- Translating all kinds of documents from Arabic to English and vice versa.

## **Executive Secretary & HR Assistant**

The Organization of Islamic Cooperation OIC

Jul 2008 - Dec 2010 (2 years 6 months)

- Writing letters.
- Handling hotels reservations.
- Translating any required document from Arabic into English and vice versa.
- Receiving & filtering CVs.
- Handling telephone interviews for candidates.
- Managing interviews process & setting the applications and tests for candidates.
- Managing the attendance process for the employees.
- Writing meetings minutes.
- Posting job vacancies advertisements.
- Scanning and filtering cvs.
- Assisting in the hiring process, following up with the employees and making the insurance applications for them.
- Assisting in the purchases processes.
- Doing researches regarding anything required by the HR department.

## **Education**

 **Tech4Dev**

Women Techesters Fellowship, Front-end Web Development

Oct 2023 - Oct 2024



**Ain Shams University**

B.A. Alsun, English Language and Literature, General

2004 - 2008

## **Licenses & Certifications**



**Foundation Certificate in Written Translation FCWT** - The American University in Cairo



**Responsive Web Design Certification** - freeCodeCamp



**Web Development -Professional Nanodegree** - Udacity



**Intro to Web Development** - GOMYCODE



**Front-end Web Development scholarship** - Egyptian Council - UN Women - United Nations

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## **Skills**

Next.js • css • GitHub • SASS • React Native • React.js • Web Development • HTML • Web Technologies • JavaScript