# **Curriculum Vitae**

# **Personal Data:**

Name: Shereen Muhammad Refa’t Al Ameer

Date of Birth: 20th of February 1981

Nationality: Egyptian

Marital Status: Married

Cellular: 01033053388

Email: shereenalameer@gmail.com

# **Educational Qualifications:**

2018 Education Leadership & Management Diploma (Notting Hill College, UK)

2002 B.A. in English, Faculty of Al-Alsun, Ain Shams University

# **Work Experience:**

* Senior Translator/Editor – The Commercial Bank (December 2014 – till date)

**Job Description:**

* Liaising with regulators and government departments across the country
* Communicating with relevant departments to circulate the rules and instructions of regulators
* Updating the bank’s departments on the newly issued regulations and laws
* Handling Board-related activities (formulating resolutions, updating them, preparing Board and BOD committees index, extracting materials for Board meetings…etc.)
* Writing and editing minutes of meetings
* Managing all administrative tasks related to corporate affairs
* Updating the bank’s charters and policies based on the most recent corporate governance practices
* Preparing the bank’s annual report and collecting the required information from stakeholders.
* Translating all types of communications exchanged with government entities
* Editing all pieces of writing, publications and documents made by other departments
* Copywriting
* Copy-editing
* Content development
* Media monitoring
* Government Programs Consultant (Digital Content) at ictQATAR (May 2014 – December 2014) (**Project**)

**Job Description:**

* Web Publishing: Writing, editing and publishing the content of Hukoomi, Qatar Government Portal, in both Arabic and English;
* Quality Control: Checking any content uploaded on Hukoomi;
* Handling operations (media monitoring, translation, editing & writing);
* Communicating with government organizations to get any update on content;
* Handling the portal's content revamp tasks;
* Preparing assessment reports on digital content;
* Preparing weekly & monthly status reports on the content of Hukoomi';
* Interviewing, testing and training newcomers.
* Senior Digital Content Specialist (Self-employed) (February 2013 – till date)

**Job Description:**

* PR copywriting;
* Copy-editing;
* Content development;
* Social media monitoring, analysis and engagement;
* Online presence strategies;
* News reports.
* Senior Copywriter/Editor – Aspire Zone Foundation (Ramadan Festival: 'Hayyakom Fi Aspire' - **Project**)

**Job Description:**

* PR copywriting;
* Copy-editing;
* Translation;
* Content development.
* Senior Online Engagement Specialist, News Group International ([www.newsgroup.ae](http://www.newsgroup.ae)), (August 2012 – February 2013)

**Job Description:**

* Replying to the inquiries of users on Facebook and Twitter;
* Interacting with fans and followers;
* Creating a social media activity calendar;
* Preparing web content;
* Preparing promotional messages & innovating new marketing ideas;
* Updating complaints’ tracker;
* Sending emails to support team to solve problems of users.
* Senior Team Leader, News Group International ([www.newsgroup.ae](http://www.newsgroup.ae)), (March 2010 – July 2012)

**Job Description:**

* Testing, interviewing and training newcomers;
* Editing the articles written by team members and assessing their performance in terms of quality and quantity;
* Preparing daily, monthly and annual performance sheets of team members
* Distributing extra tasks assigned by the performance manager to team members;
* Handling all administrative tasks related to team members in coordination with the category, group and performance managers as well as NGI Vice President – Levant (job offers, shifts, leaves, financial matters, preparing salaries’ sheet on a monthly basis...etc.)
* Handling in general any task required by NGI Vice President – Levant (either editing or writing).
* Senior Editor, News Group International ([www.newsgroup.ae](http://www.newsgroup.ae)), (December 2008 – March 2010)

**Job Description:**

* Editing all print, radio and TV clippings written by the different teams working at the company and uploaded on [www.mediawatchme.com](http://www.mediawatchme.com) website.
* Writing Coordinator, News Group International ([www.newsgroup.ae](http://www.newsgroup.ae)), (August 2006 – December 2008)

**Job Description:**

* Coordinating the writing process to ensure sending news on the due course to clients;
* Distributing publications to writers and making sure of delivering work on time to be handled by the editing team;
* Writing for different accounts on MW website.
* Freelance Translator, edara.com (September 2007 - January 2009)

**Job Description:**

* Writing book reviews (Reference: Mohammed bin Rashid Al Maktoum Foundation (MBRF) [www.maktabatalarab.com](http://www.maktabatalarab.com). Please search for reviews by name: 'Shereen Al Ameer in Arabic')
* Writer, News Group International ([www.newsgroup.ae](http://www.newsgroup.ae)), (January 2005 – August 2006)

# **Job Description:**

* Writing Arabic and English articles;
* Copywriting;
* Translating Arabic articles into English and summarizing them;
* Handling other required translation tasks.
* TEFL (Part-time Instructor), British Instructive Institute

# **Job Description:**

* Teaching non-native speakers (adults);
* Classroom management;
* Planning, preparing and delivering lessons to a wide range of students with different capabilities;
* Preparing and setting tests, examination papers, and exercises;
* Marking and providing appropriate feedback on oral and written work;
* Devising, writing and producing new materials, including audio and visual resources;
* Basic administration, such as keeping student registers and attendance records.
* Editor and translator at Certified Translation Center, a certified translation bureau accredited by the French, American, Canadian and Australian embassies (January 2004 - January 2005).

# **Job Description:**

* Editing and translating legal, commercial, and technical agreements for different companies.
* Editing and translating all types of official documents, besides appearing before English-speaking embassies to authenticate them.
* Editor and translator at Heliopolis Business Center, a certified translation bureau accredited by the British, American, Canadian and French embassies (June 2002 - January 2004).

**Job Description:**

* Editing and translating legal, commercial, and technical contracts for different companies, different kinds of official documents, books (*High School Diploma History Book for Nevertary Language Schoo*l)**,** catalogues, in addition to medication leaflets and medical researches for international pharmaceutical companies: *Bayer Middle East, GallaxoWelcome, VACSERA...etc.*).
* Editing and translating websites “Reference: *Desert Sand Group*”.
* Writing researches for advertising agencies and educational institutes (Researches about tourism and natural phenomena).
* Training on journalism at Al-Ahram Weekly Newspaper during the summer of 2001.
* Training on translation of print media atAl-Ahram Newspaper during the summer of 2000.

# **Courses:**

* Independent courses offered by the American Chamber of Commerce in Egypt.

**Description:**

* Communicating in the World of Social Media (Understanding Social Media, Types of Social Media, Social Media in the Workplace and Social Media Marketing and Support).
* Effective Business Communication (Writing Skills, Patterns of Development, Letters, Reports, Documentations, Memos, E-mail and other communications).

# **Language Skills:**

* Arabic: Excellent
* English: Excellent
* French: Intermediate

# **Computer Skills:**

Word – Excel – PowerPoint – Internet