**Sandra Fouad Mina**

76, Str. 17, 8th district, 6of October, Giza, Egypt

(+2) 39122789

(+2) 0122 46 11 151

[sandra.fouad@gmail.com](mailto:sandra.mina@gmail.com)

**career objective:**

Seeking a challenging opportunity in the field of education whereby my experience could be of use and enables me to expand my knowledge and fulfill my personal ambitions

**practical experience:**

**Apr 2014 \_ Sep 2017 Co-Teacher F1 - The British School of Egypt (BSE)**

Duties included:

- Developing and implementing lessons   
- Organizing and supervising play and work activities  
- Maintain children records  
- Continuously monitoring and recording progress  
- Teach those who need a special care   
- Give a hand whenever needed in the curriculum planning

**Jan \_ May 2013 Account Executive - The American Chamber of Commerce in Egypt,**

**Career Development Center (CDC)**

Duties included: - Handling incoming calls and replying to clients inquires regarding certifications

/ workshops whether directly through the phone or through other channels like

email or fax.

**-** Receiving and recording incoming registration forms in training Data base.

Putting together an attendance list for the participants with their names, titles and

companies.

- Sending out and following up on confirmations and cancellations of certification

via email, fax and phone

- Requesting and sending invoices to companies if needed by the Client

participating in the program.

- Preparing attendance lists for Certificates participants and to hand them to the

Account Manager for logistics process.

- Participating in Certification Supervision & Administration

**June \_Oct 2012 Trainee -Training Coordinator - The American Chamber of Commerce in**

**Egypt,**

**Career Development Center (CDC)**

Duties included: - Handle client’s queries regarding certifications for programs, following

up on payments, confirmations and cancellations of the training courses

* Provide administrative assistance to the Deputy Executive Director
* Maintained Customer relationship with participants and reporting any suggestions or complaints
* Request & follow on the company invoices
* Participates in the sales & marketing activities

**Jun- Aug 2011 Co- Teacher - My Art Studio**

**Jun- Aug 2010**

Duties included: - Prepare Handicrafts that suits the week theme (age group 4-10 yrs old)

- Plan attractive handouts   
 - Maintain a good relationship with kids’ parents

* Present monthly & weekly reports to kids parents
* Assist in the weekly plan
* Cooperate & give a hand whenever needed

**Oct 2008 – May 2011 Skill-link “Recruitment Agency”**

Duties included: - Accurate and effective administrative support to the HR team

* Screening & Filtration the resumes are received from the different sources
* Select the best qualified candidates by using search tools
* Handling recruitment calls
* In charge of accounts to match make between resumes and client vacancies

**August 2006 Trainee – Industrial Modernization Centre- IMC**

Duties included: - The sequence of contract processing with IMC clients

- Requisition for service documentation

- LOC issuing and payment documentation

- Intervention requisition documentation

- The process of mailing for Gap analysis quotation

- Communication between IMC, services providers and beneficiary companies

- Filling of documents for every intervention to be ready for auditing

- Assist in pre-project preparations including the necessary financial paperwork

**voluntary work / Extra Curricular Activities:**

* Sunday school teacher for 11 years, age group 4-7yrs (storytelling, handicrafts, sports day & preparing camp / trips)
* Team player in DORCAS charity organization
* Shared in lots of voluntary works (organizing events, camping, …etc) targeting poor areas like Beni- Suef

**qualifications:**

- **Language Skills:**  Mother tongue Arabic, fluent in English

- **Computer Skills:**

- Very good user of MS Windows, MS Office (Word and Excel)

- Familiar with C#

- Internet surfing

- **Personal Skills**:

- Ability to learn new tasks quickly

- Ability to work well under pressure

- Ability to work well with all levels of management and personnel

- Very good communication skills

- Patient, self Motivated and enjoy challenges

**courses:**

**2013** Training Need Assessment Tools & Techniques – American Chamber Of Commerce

**2009** Leadership – Dorcas Egypt

**2009** Smart Talk – Dorcas Egypt

**2008** Web Design Diploma (120 hours) - New Horizons, Computer Learning Centre

Included**: -** adobe Photoshop cs3 extended (36 hours)

* adobe flash cs3 professional (44 hours)
* adobe fireworks cs3 (8 hours)
* adobe dream waver cs3 (24 hours)
* html (8 hours)

**education:**

**Sept 2004 \_ June 2008** Information System – Modern Academy

**Sept 1990 – June 2004** Manor House Language School – Mohandesin

**Graduation Project** E-learning system “199/200”

Using: Dream waver, Flash and Photoshop

**Project Grade** Excellent

**personal data: -** Date of Birth: March 14th, 1987

- Marital Status: Married

**References furnished upon request.**