***Curriculum Vitae***

***Personal Information :***

 **Name**: Sara Ahmed Abdel Moneim.

 **Address**: Hilton street, Green Plaza, smouha, Alexandria, Egypt.

 **Mobile Number**: 01224992546

 **E-mail address**: Sara.abdelmoneim1@gmail.com

**Date of Birth**: 06/11/1987.

***Education:***

* **High school:** College de La Mere De Dieu Alexandrie.
* **University**: Faculty of Arts French department.

***Certificates:***

1. **DELF B2** from le centre culturel francais Alexandrie.
2. **French translation diploma** from The Arabic Academy for science, technology and maritime transport (French /Arabic; Arabic / French).
3. **Educational diploma** from the faculty of kindergarten, Alexandria University.
4. Mental arithmatic course from UCMAS academy from **Malaysia** .
5. **Mini MBA** ( mini Masters of Business administration)( HR , operation management, marketing, business management, financial management)
6. **Schools administration** from the Faculty of Education, Alexandria University**.**

***Work Experience:***

1. **From December 2007 To 2012:**

Company: UCMAS International Academy.

Position: Course Instructor ( Mental Maths)

1. **From October 2008 To February 2010:**

Company: UCMAS International Academy.

 Position: Coordinator.

1. **From June 2008 To August 2009:**

Center: International British Academy (IBA).

 Position: French Instructor ( beginner &, intermediate)

1. **From October 2010 To June 2011:**

Center: World Compliance.

Position: Data Base Administrator, Researcher and Translator.

1. **From 2013 to 2016 :**

School: ElQuds American School.

Position: French teacher for middle & high School following the American standards of the Advanced.

1. **From 2016 to 2018:**

 School : Collège de La Mère De Dieu.

Position : Deputy of senior department.

\*Senior stage french teacher.

 \* Head of the control team and the Activity team.

 \*Teacher of DELF B2, B1, A2, A1 (Beginners& Adults)under the supervision of the centre culturel français & the French consulate.

1. **From 2018 to 2020**

School : Harvest International Schools.

Position : Head of French department in the American (Advanced & Cognia), IGCSE and National Schools.

 \* Teacher of French language of Cambridge as a foreign language (with Score 9 for my students)

1. **From 2020 to 2022 :**

 School : Harvest Language School.

Position : School Deputy (vice-principal).

 **9. From 2022 to 2023:**

School : Harvest Language School.

Position: School Principal.

***Skills :***

**Soft Skills:**

* Communication.
* Adaptability.
* Self Confidence.
* Responsibility.
* Team Work.
* Leadership.

**Languages:**

* **Arabic :** Mother Tongue.
* **French**: fluent command of reading, writing and speaking.
* **English**: fluent command of reading, writing and speaking.
* **Italian**: ( beginner )

**Computer skills:**

* Excellent command of Microsoft Office.
* Excellent command of prezzi and goconqr educational presentation programs .
* Excellent Internet surfing.
* Excellent command of making explainer presentations with high quality of technology.