**SARAH B**. 

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# Expertise and skills

* **Advanced conflict resolution skills.**
* **Disciplined commander in weathered circumstances.**
* **Exceptional listener.**
* **Moral supporter.**
* **Perfect command of English (Written and Spoken).**
* **Positive performance cheerleader.**
* **Self-reliant, need zero supervision to fully and functionally operate.**
* **Work entity / environment loyalty and dedication.**
* **10-year Procurement and Contracting experience with the American market/ vendors and American governmental regulations and Egyptian market-vendors.**
* **10- year Executive assistant to the G.S.O and S.G.S.O / Office Manager experience.**
* **5-year customer service experience in the Egyptian Telecommunications market – Personal and Corporate sectors.**

# Experience – Governmental - 10 years

* **Procurement and Contracting Specialist-Agent at the US Embassy in Cairo from 23rd September 2012 – 22nd September 2022.**

# Awards and Acknowledgements – Governmental

* **June 2014** **Mission Honor Award** **for Exceptional performance during a time of short staffing and increased workload.**
* **December 2016 Eagle Award** for **Exceptional customer service, attention to detail, and teamwork while negotiating purchasing contracts and executing procurement actions in support of the U.S Mission in Egypt.**
* **June 2019 Mission Honor Award for performance beyond normal exceptions demonstrating exceptional customer service while procuring thousands of unique and varied items.**
* **October 2020 Eagle Award for outstanding performance and service above and beyond normal expectations during difficult negotiations to procure the LGF uniform.**

# Experience – Private Sector – 5 years

* **Senior Call Center Representative -Corporate sector at Orange formally known as Mobinil from July 8th, 2007 – July 31st, 2012.**

# Education

* **September 2011 Professional Photography course at the Gwannian School for Professional Photography.**
* **2010-2009, HR AUC certificate, 3.5 GPA.**
* **June 2008, Integrated Training Program for accounting at the Egyptian Institute for Accountants & Auditors at Dr. Abd EL Aziz Hegazy’s Computer technology center at Zamalek.**
* **2007-2003 Business Administration Accounting Major at Akhbar El Youm Academy, 6th of October, Final grade: Very Good.**
* **2003-1994 Misr Language Schools MLS Primary, Preparatory, Thaneweya Amma.**
* **1994- 1988 Rahima Academy American International School Preschool, Kindergarten, 1st, and 2nd Grade.**

# Hobbies

**Go-carting, mountain hiking, reading, skating, and zorbing.**

# References

* **Manal Morcos - School principle,**

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* **Mariam Shehata – HR Business partner,**

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