



Address Dakahlia, Egypt



**Phone** 00971524047576



WhatsApp 00201092581674



Email

abdelrazekshimaa75@yahoo.com

#### **Personal Data**

Date of birth: 29-9-1993 Marital status: married Nationality: Egyptian

Passport number: A2822363

#### Education

Mansoura University
Bachelor of Specific Education
Department: Computer
Graduation year: 2015.
Grade: Very Good, with honors.

Special Diploma in Computer Teacher Preparation Graduation year: - 2017 Appreciation very good

#### Languages

Arabic: mother language

English: Good

#### SHAYMA REDA ABD ELRAZEK

**Computer Teacher** 

My goal is to benefit from the skills and qualifications that I obtained through my professional experience and academic achievement in the service of developing your work.

#### TRAINING COURSES

- ICDL TEACHER course
- ENGLISH FOR ACADEMIC PURPOSE COURSE (EAP)
- Mental maps and goal-making course from Al-Awael International Academy for Training and Consulting.
- · ADAMS course to control systems
- · Microsoft Certified Educator (MCE) Course
- · Professional Educational Course in Computer main tenanance
- · Public service in the field of development services
- Successfully completed the Program Requirements as an MCPD Professional Track
- Successfully completed the prescribed course of study in the First Conference for Human Development.

#### WORK EXPERIENCES

#### Computer teacher

in the Egyptian Delta International Schools | From 2017 to 2023

- Preparing scientific materials well helps students to comprehend.
- · Explain computer terms in a simple way.
- · Preparing educational plans and study materials.
- Preparing practical and theoretical tests to assess students' understanding of scientific subjects.
- Submit a periodic report on the achievement of the objectives and requirements of the educational media.
- Arranging and equipping computer rooms to suit students' needs.
- Keeping tools and devices while supervising the periodic maintenance of the devices.
- Emphasis on expression and exchange of ideas among students.

#### **SKILLS**

- · Proficiency in dealing with Office programs
- · Advanced level of proficiency in the English language
- · Proficiency in using social media platforms
- · Work under pressure for long periods
- · Work in a team and collaborate with them
- · innovative, self-motivated with strong leadership abilities
- · strong analytical and problem solving abilities
- · Excellent communication and coordination skills
- · People management
- · willing to learn and to be trained
- Excellent negotiation and decision making skills





#### **ICDL** Teacher

## CERTIFICATE

#### SHIMAA REDA ABDELRAZIK HASANIEN

has successfully completed the following modules

قد اجتاز بنجاح المقررات التالية

Module	Category	Syllabus / Software Version		Date	
Online Collaboration	Applied	Syllabus 1.0	Arabic	12/01/2020	
ICT in Education	Applied	Syllabus 1.0	Arabic	30/01/2020	
Computer Essentials	Basic	Syllabus 1.0 / Windows 7	Arabic	30/01/2020	
Online Essentials	Basic	Syllabus 1.0	Arabic	10/02/2020	
Word Processing	Basic	Syllabus 5.0 / Office 2010	Arabic	10/02/2020	
Presentation	Applied	Syllabus 5.0 / Office 2010	Arabic	18/02/2020	
Spreadsheets	Basic	Syllabus 5.0 / Office 2010	Arabic	18/02/2020	
Cyber Security For Educator	Applied	Syllabus 1.0	Arabic	26/02/2020	

Module	Category	Speed / Accuracy / KPH / CPM	Language	Date
Computer Typing	Applied	21Words Per Minute (SPEED)	Arabic	12/01/2020
& Data Entry		85% Accuracy		
		3100Keystrokes Per Hour (KPH)		

The candidate has achieved the requirements of the ICDL Teacher Certification



Jamil Evre Disector Consol

Jamil Ezzo, Director General ICDL Arabia

Verify the authenticity of the certificate by scanning this QR Code or visiting www.icdlarabia.org/e/245FF8

Certification Date 26/02/2020
Skills Card No. EGT 190 276889
ICDL ID No. 29309291201466







This conflictor is issued by ECIX, Arabis, the averaling body of the ECIX. Programmes in the ECIX. Eggst and ray. The ECIX certification programmes have been reviewed and approved by qualification and educational authorities in the region and around the school of the ECIX. Programmes in the ECIX. Eggst and Value and a receiver and only a second and a receiver and around the school of the ECIX. Programmes in the ECIX. Expr. and around the school of the ECIX. Programmes in the ECIX. Expr. and around the ECIX. Expr. and around the ECIX is a receiver and around the ECIX is a receiver and around the ECIX. Expr. and around the ECIX is a receiver and around the ECIX. Expr. and around the ECIX.







#### **Testimony**

#### To Whom It May Concern

The Digital Training Center (DTC) states that:

Ms. / shimaa reda abdelrazik hasanien

has successfully passed The International Computer Driving License (ICDL Teacher) Exal (Skill Card Number EGT 190 276889)

Attached her with an exact copy of Certificate.

This statement was issued upon her request with no responsibility on the DTC.

Revised By Mayada Fathi Financial Officer
Tharwar Emara

Approved by Director

Dr. Ayman M. Gomaa

Printed on 07/09/2021
Testimony is valid for two years from print date.

http://scc.mans.edu.eg scc@mans.edu.eg

http://www.facebook.com/scc.mans.eg

مركزالتدريب الرقمي - جامعة المنصورة

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**ICDL** Teacher

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Varify the authenticity of the certificator visiting www.icclarabla.org/e/24 Certificator Cate 26/02/2020 Skills Card No. EGT 190 276889 ICDL ID No. 28308291201466		ode D D		ICDL			
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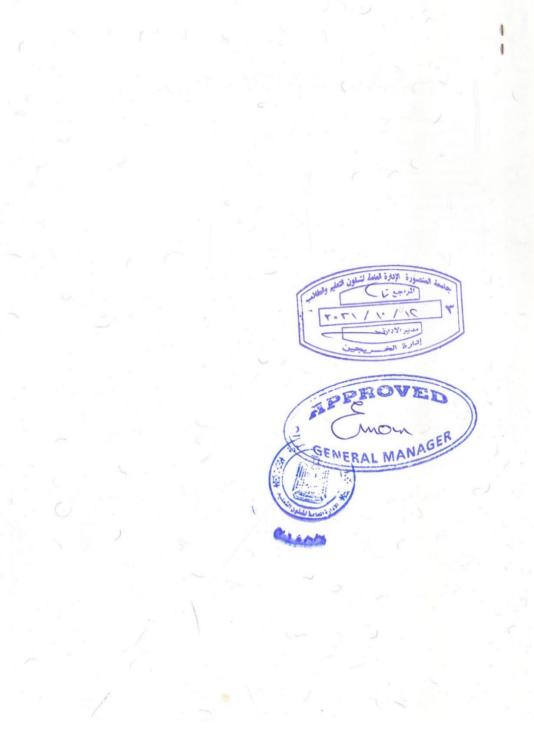






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# Microsoft Certified Educator

#### SHIMAA REDA ABD EL RAZEK HASANEEN

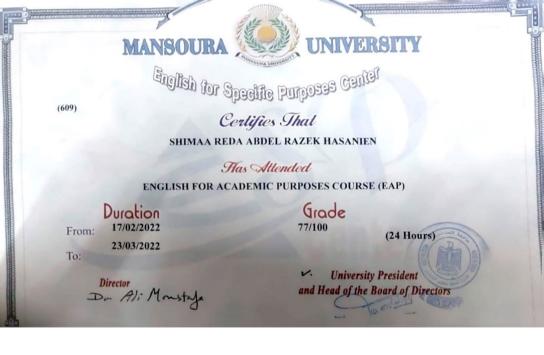
has successfully completed the requirements to be recognized as a Microsoft Certified Educator for

Technology Literacy for Educators - 21st Century Learning Design

Date of achievement: January 16, 2020 verify.certiport.com wL8aB-FMsY







# CERTIFICATE



THIS IS TO CERTIFY THAT

#### Shimaa Reda Abd El-Razek

HAS SUCCESSFULLY COMPLETED THE PROFESSIONAL EDUCATIONAL COURSE IN



### **Computer Maintenance**

THE TRAINEE PROVED THAT (S)HE HAS THE SKILL AND EFFICIENCY IN DEALING WITH THE PROGRAM AND EASILY DISTINGUISH AND ASSIMILATE THE SPEED OF TRANSACTIONS AND TECHNICAL OPERATIONS OF THE PROGRAM AND WE ARE HONORED TO HAVE BEEN TRAINED THIS CHARACTER. WHICH THE TRAINEE EARNED IN ACCORDANCE WITH THE STANDARDS OF INTERNATIONAL TRAINING IN GENERAL AND EGYPT IN PARTICULAR.



DEGREE (RATING)

E.D - MANAGER SIGNATURE



The trainee study four main skills about any language traditionally administrative function to a strategic one that recognizes the link between talented

Skills:



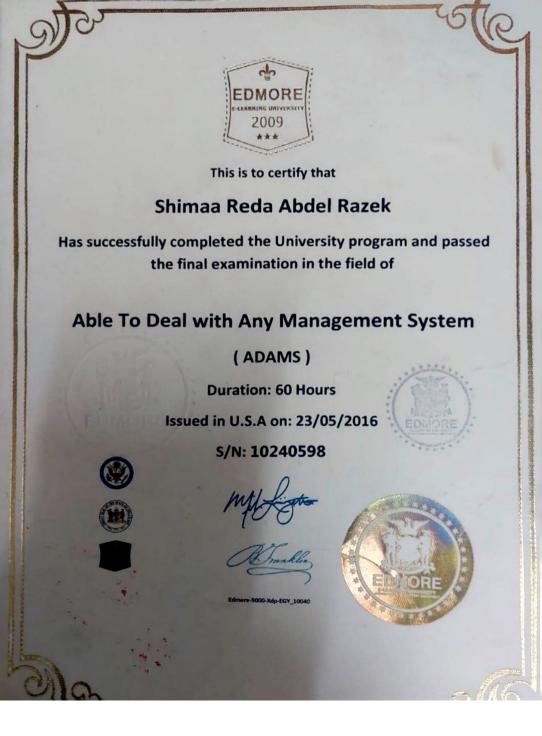














#### **Certificate of Achievement**

#### THIS CERTIFIES THAT

Shimaa Reda Abd Elrazek

Successfully completed the prescribed course of study in

First Conference For Human Development



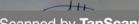
15th -18th March, 2014





Instructors

General Manager



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## إكاديمتوالم الحواثي اليطثن أليسيهالي



يشهد فرع ثقافة الدقهلية و قصر ثقافة السنبلاوين بالتعاون مع أكاديمية الأوائل الدولية للتدريب و الإستشارات بأن الأستاذة / شيماء رضا عبد الرازق حسانين حضرت واجتازت دورة (الخرائط الذهنية ، صناعة الأهداف) وذلك لمدة ١٢ ساعة خلال الفترة من ١٧ ديسمبر ١٠١٤م حتى ٩ ديسمبر ١٠١٤م

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