

TARNEEM WADED MAURICE

CONTACT DETAILS

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PROFESSIONAL EXPERIENCE

ADMINISTRATOR

MIRACLE CONNECT OFFICE

2023
Full-Time

support the smooth running of offices by carrying out clerical tasks and projects. As an administrator in the media industry, organising project meetings, typing up documents, responding to business enquiries, drawing up contracts and providing customer service.

ADMIN & SOCIAL MEDIA COORDINATOR

THE COMMUNITY EGYPT - TC

2023
Full-Time

Participate in managing social media pages, follow up the programs plans execution to accomplish program goals and monitors progress toward achievement and handling programs' logistics. Developing original content and suggest creative ways to attract more customers and promote our brand

ART TEACHER

AL RETAJ INTERNATIONAL SCHOOL

2022
Full-Time

sourcing art supplies, preparing lessons, and providing developmentally appropriate instruction on art techniques.

ASSISTANT ACCOUNT MANAGER

DIGITAL TRONICS HUB

2022
Rmotely Job

Handling the appointments and managing/coordinating social media accounts.

BILLING CLERK

BRAIN HEALTH CENTER "USA"

2021
Full-Time

Creating invoices and credit memos. Updating customer's files, sending invoices and payment reminders to the insurance companies and to the customers. Working with the customer's mentalities.

ADMINISTRATOR

KASR EL-DOBARA EVANGELICAL CHURCH "YOUTH DEPARTMENT"

2021
Internship

Projects director and organizing events from A to Z. Designing printings. Accounting the bills, Responsible for financial and treasury.

ART COACH

WELL SPRING CAMPS COMPANY

2019 - 2020
Freelancer

Teach young children drawings and inject their minds with the creative mentality. Handling all ages cases.

COUNSELOR

WELL SPRING CAMPS COMPANY

2018 - 2019
Freelancer

Communicate with young children throw challenging activities and hands-on learning.

EDUCATION

BACHELOR'S DEGREE IN ART EDUCATION

Faculty of Art Education at Helwan University.

2018 - 2022

HIGH SCHOOL DIPLOMA

Om Al Abtal Secondary School.

2014 - 2017

TRAININGS & COURSES

RUSSIAN CULTURAL CENTER

Graphic Design Diploma.

FACULTY OF ART EDUCATION

Special Needs Training.

SKILLS

COMPUTER SKILLS

EXCEL

WORD

POWERPOINT

GRAPHIC DESIGN & VIDEO EDITING

PHOTOSHOP

ILLUSTRATOR

PREMIERE

LIGHTROOM

CANVA