



Yasmine Mohamed

Experience

January 2014 – Present

International Relations • International Relations Officer • Center of Excellence in Education – Faculty of Education – Ain shams University

Key Responsibilities

- Communication with international organizations
- Helping in making projects with international organizations
- Assist in planning, organizing, and logistical execution of specific official visit
- Help in implementing the international agreements

January 2014 – Present

Translation and Administrative Affairs • Translator and Administrator • Center of Excellence in Education – Faculty of Education – Ain shams University

Key Responsibilities

- Document Translation
- Article Research
- Reviewing punctuation and grammar
- Convert documents and articles from one language into another and ensure that the finalized converted articles relay the intended message as clearly as possible.
- Organizing training programs for teachers
- Organizing international conferences and workshops
- Receiving and processing communication channels including Emails
- Attend meetings and Record notes

Education

2009 – 2013 Degree: Very Good

Bachelor of Education, English Department, Faculty of Education, Ain Shams University

2014 – 2015 Degree: Very Good

Professional Diploma in Methodology of English Language, Faculty of



5 Fawzi Street
Rod El Farag - Cairo



01013427590



Yasmena_2211@yahoo.com
yasmine_mohamed@edu.asu.edu.eg



Education, Ain shams University

2015 – 2016 Degree: Excellent

Special Diploma in Methodology of English Language, Faculty of Education, Ain Shams University

2016 – 2017

Attending Training program “ A Training Program based on Gardner’s Five minds model To Develop EFL Teachers’ Teaching Performance skills in light of 21st Century skills during the college years.

2017

English Conversation Course

Skills


- IT Skills: Microsoft office including Word, Access, Excel, and PowerPoint
- Systems Administration
- Organizing international conferences and Seminars

Soft skills

Communication – organization – willingness to learn – Problem solving – Adaptability – Teamwork – Dependability

Activities and Scientific Participations

- Organizing the first international conference of faculty of Education: Strategic directions in Education: future challenges (15 – 17 October 2016)
 - Organizing the second international conference of Faculty of Education: Faculties of Education: towards a better model (23 – 27 October 2017)
 - Participation in the COMPARE/ BAISE Workshop for Doctoral Students and Postdoctoral Researchers “Research Writing for International Journals” 17th December 2017
 - Attending the COMPARE/ BAISE “Writing for Publication Mentoring Programme” Writers Workshop 18th – 19th December 2017
 - Participation in the COMPARE/ BAISE Symposium “Building a Research Writing Culture” 20th December 2017
 - Organizing and attending The Lancet Series Highlights Conference In Cooperation with UNCIEF: Advancing Early Childhood Development: Bridging the Gap between Theory and Practice 18 – 19th November 2018
 - Organizing the first International Conference of Center of Excellence in Education “Educational Leadership and the Technological Ages” 7 – 8th April 2019
 - Organizing the Fourth International Conference of Faculty of Education Ain Shams University “Teacher Education Institutions and Schools: Integration ... Internalization ... Development” 7 – 9th March 2020
 - Attending Workshop of “Digital Technology in Scientific Research” 7th March 2020
 - Attending Workshop of “Using Applied Researches in Solving School Problems” 8th March 2020
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- Attending Workshop of “Using Virtual Laboratories in Teaching” 9th March 2020

Languages

Arabic: Native
English: Fluent

Interests:

Running, Reading, Coloring, and handcrafts.

References

References available on request.

