

***C.V.***

**Personal Information:**

* Name: May Hafez Al-sha’ar
* Gender: Female
* Age: 24 years
* Date of Birth: July – 03 – 1987.
* Nationality: Egyptian
* Driving License: Available

Objective:

* To work in an organization where I can prove my skills and develop my career

**Education:**

* 2004: Graduated from high school from Alfarouk Islamic Language School
* 2004-2009: Ain Shams University ( Faculty of Pharmacy)
* Graduate Class Year Of 2009

**Languages:**

* Arabic: Mother tongue
* English: Excellent spoken and written
* French: Fair

**Computer skills:**

* Good Knowledge of Office 2003 & 2007 (Excel, Word, PowerPoint etc...)

**Activities**

* Participated in charity work in nongovernmental organizations such as Alzahraa Association

**Training Courses attended:**

* July 2005: Quality control Dept in Novartis.
* July 2006: Sales Dept in Sanofi Aventis
* July 2007: Production Dept in Sanofi Aventis
* August 2006, 2007, 2008: Al-zahabeya Pharmacy

**Working Experience:**

* **December 2009 – July 2010:** Worked at “Quintiles” as Site/Project Start Up Coordinator for four months, then as a Clinical Trial Assistant at a sponsor dedicated department in the same company
* **Responsibilities included**

ICF Adaptation, Translation and back Translation

Protocol Synopsis Translation

Protocol and some other documents translation review

Managing order & completion of Inhouse files

Project Purchases

Safety letters & study documents distribution

EC & MoH submissions & IP & Lab Kits shipment facilitation

Investigator payment Calculations

**Contacts:**

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