**Curriculum Vitae**

Name : Nashwa Ahmed Ibrahim

Date of birth : 09/06/1976

Nationality : Egyptian

Mobile : +201011988150

Email : nashwa.elsayed76@yahoo.com

***Education:***

Graduated in Faculty of Alsun – Ain Sahms University 1997 – English Department

Fourth year Grade : Very good

Cumulative grade : Good

Graduation Research : Excellent

Second Language : German

***Qualifications:***

Attend and completed the following translation programs at the American University in Cairo (AUC):

*First Semester:*

* Introduction to translation into English (Grade B)
* Introduction to simultaneous interpretation (Grade B+)

*Second Semester:*

* Introduction to translation into Arabic ( Grade A)
* Conference Procedures – Simultaneous (Grade A-)

*Third semester:*

* Translating speeches (Grade A)
* Simultaneous interpretation into Arabic (Grade A-)

***Certificates:***

Child Protection certificate from British Council (Feb.2015).

***Other Qualification:***

Computer (Windows XP, Word, Internet and e-mail)

Typing: Fifty words per minute.

***Work Experience:***

**2014 – till present**

Invigilator/Administrator for IELTS at the British Council in Cairo

**From October 2005 till Present**

Freelancer Translator.

**From February 2000 till October 2005**

Translator and Executive Secretary at Consulting Engineering company (CEC)

**Duties**:

1. Translation whenever requested.
2. Registration of all incoming and outgoing correspondences of the company (e-mails, faxes and letters).
3. Distributing correspondences to different departments (General Manager, civil, electric, I&C and mechanical departments).
4. Responsible for three projects minimum at a time with the engineers (including registration of correspondences of the project, typing and arranging proposals, typing and arranging the tender documents, and following up the drawings with the AutoCAD designers).
5. Typing minutes of meeting.
6. Following up registration of the company at the different authorities such as the American Chamber of Commerce, The International Bank …etc)
7. Following up the registration of the company with different engineering magazines related to the company field of specialization.

***Through 1998 till 1999***

Worked for 3 months at Pyramidal for Aluminum as an Executive secretary.

Worked for 5 months at Daly Medical Company as an Executive secretary.

\*\* Worked as freelancer translator for (Al Sharq El Awsat for Computer Sciences Company) and translated a book titled (*Get thin Get young*).