

# **Radwa Alaa Noureldin**

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## **Education:**

- **Cairo University** – B.S, Mass Communication. Sep 2006 - June 2010

Major: General department of media in English.

Minor: Radio & T.V broadcasting.

Grade: Very Good.

## **Work Experience:**

- **Berlitz Language Center:**

- **Part-time English Instructor** Nov 2010 - Sep 2012

I taught English as a second language to adults using the Berlitz method.

- **Invensys Operations Management:**

- **Technical Editor** Sep 2011- Sep 2012

I reviewed Engineering materials and proofread them for any linguistic, grammatical, and technical writing errors.

- **Berlitz Language Center:**

- **Testing Unit Specialist** Sep 2012 - June 2013.

I interviewed applicants to determine their needs and to place them in their correct language level. I was also responsible for the examination process; reviewing instructors' corrections as well as coaching new instructors on how to correct exams and assess students' language.

- **Mentor** June 2013 - July 2014.

I was responsible for a whole team of instructors; I helped them with their teaching skills and how to handle their classes. I made sure they were always following the Berlitz method as well as the classes' schedule.

Part of my role was also to counsel classes and listen to the students' feedback to help them with their problems, if they had any.

- **Part-time English/Arabic Instructor** July 2014 - Sep 2015

I got back to being a part-time instructor. I teach English as a second language, and I also teach Arabic for foreign students.

## **Computer Skills:**

- Very good knowledge of Microsoft office
- Very good knowledge of Internet

## **Language Skills:**

- Arabic: Native language
- English: fluent written and spoken
- French: good

## **Communication Skills:**

- Presentation skills
- Speaking to an audience
- Questioning techniques
- Communication planning
- Active listening
- Ice breaking
- Perform well in team as well as individually

## **Interests and Activities**

- Reading
- Writing

## **Personal Information:**

- Nationality: Egyptian
- Gender: female
- Date of Birth: 4/4/1989
- Marital status: Married