**El marg, Cairo, Egypt (010)1505-2352 sararamadan991@gmail.com**

# Sara Ramadan Mahmoud

## Objective



 Looking for a challenging position using my translation skills where I can leverage my knowledge, experience, technical and personal skills.

## Education



**Cairo University**

* Master’s degree in literature ( August 2020 till present)
* Literature translation diploma ( August 2021)

 **Ain Shams University, Cairo**

* Graduation year : 2019 from Alsun faculty, Ain Shams University

* Japanese department

* English department as a second language

* Grade: very good

##  Passed JLPT N2

### Experience

* **Working at Amazon as an investigation specialist (08-2019 till present)**
* **Worked as Japanese/English interpreter at bazaar. 5-2019**
* **Worked as a HR coordinator at a company located in El Maadi. 8-2018**
* **Worked as a teacher of English for primary school students for one year. 2017/2018**

### Training – Courses



* **Completed an online course on Coursera** “Words Spun Out of Images: Visual and Literary Culture in Nineteenth Century Japan”
* **Completed an online course on Edrak about Arabic linguistics**
* **completed Japanese course from the Japan foundation Cairo office ( from 12/2016 to**  **11/2018)**

 at this course I learned a lot of the Japanese culture, people and the country itself. Held many cultural events like calligraphy, the Japanese cinema and making traditional food.



 Held Visitor session with Japanese to improve my language skills throughout talking about different topics in the daily lifestyle and variety of the Japanese festivals. Throughout this course I could do Presentations in Japanese in different topics for example about a Japanese novel I have read or about a Japanese city I want to visit. Improved my presentation skills by receiving the comments from my teachers and collogues to work on them.

* **Japanese/Arabic translator trainee at Roz El-Yousef magazine ( from 7/2016 to 8/2016 )**

  Learned the basic knowledge of the translation and its skills.

* **English course (from 8\2016 to 3\2017 )**

 Improved my speaking, reading, listening and writing skills. Attended conversation clubs weekly.

* **certificate for career development and soft skills workshop from the American embassy in Cairo (9\2016)**



* **HR trainee at DYF ( student activity) (2017)**
* **Online English course at the British Council platform.**
* **Online Japanese course at the Japan foundation platform.**

**Computer Skills**



Microsoft Office (Word, Excel

Formulas, power point & outlook

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**Languages**

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Arabic : Mother Tongue



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English : Fluent



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Japanese : Very Good



**Volunteering and Events**

**Training of EJS (Egyptian Japanese schools) associated with JICA volunteers**

 Volunteered as a Japanese/Arabic interpreter for JICA volunteers at training the teachers and principals of EJS and also of the public schools. Also helped the volunteers to translate formal papers related to the project.

**JEN Youth Joint collaboration event** volunteered as a Japanese/Arabic interpreter at Environmental awareness related

event

**Hosted the Japan culture day 2019 at Alsun**

 hosted -in Japanese- “the Japan culture day” for the ambassador of Japan in Egypt and all the Japanese people living in Egypt introducing the Japanese culture, the traditional Japanese dancing and arranging flowers.

 **The anniversary of Meiji restoration: learning from the Japanese experience**  **Marking 150**  enhanced my knowledge of the history of Japan in Meiji era even more and the development of industry and education  **Educational carnival**



 (this event was held to let us discover our passion in life and how to follow our dream and the best way to start whatever career we want )



## Student activities

**12/2016 till 06/2017 at Draw your future as HR Coordinator**

* To enhance the student experience through organizations and special events.



* Plan, supervise and assess university-wide educational, recreational and social programming.



* Recruiting, coordinating and evaluating the work of volunteers.



**12/2017 till 06/2018 at Our vision as Fundraiser**

* organizing and helping with traditional fundraising activities such as sponsored or promotional events, raffles, house-to- house and street collections.



* Approaching individuals, centers, local authorities, shops and commercial organizations for sponsorship.



* developing new fundraising ideas and events .

