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Nermine A. El Menchawi

Personal Information

Nationality: Egyptian

Date of Birth: November 7, 1982

Education

June 2021 – August 2021
CPD College Online
Certificate of Professional Development in Jolly Phonics British English Version

May 2020 – August 2020 Asian College of Teachers Institute Post Graduate Diploma in Special Education

March 2018 - November 2018
Asian College of Teachers Institute
Diploma in TEFL (Teaching English Foreign Language) with specialization in Young
Learners Teacher Training Program

June 2013- April 2014

Montitute's Teaching Diploma in English (Montessori System)

September 2007 - June 2008

Professional Development Training that takes place once a month.

March 26th 2006

Professional Development Training by the Middlesex University in England.

September 2005 - April 2006

Certification received from the Institute for Teacher Training and Administrative Leadership – an eight month professional staff development program. (Cairo, Egypt)

2005

Certification received from Professional Development Workshop (Cairo, Egypt)

2000-2004

California State University San Marcos

(San Diego, USA)

BA in Communications (2004)

Concentration: Advertising in Mass Communications

1999-2000

Heliopolis America International School

(Cairo, Egypt)

American High School Diploma (2000)

Languages

- Fluent in oral and written English
- Fluent in oral Arabic

Computer Skills

- Excellent knowledge of Microsoft Windows XP and Microsoft Office XP Professional including earlier versions
- Excellent Internet skills including:
 - o Full knowledge of researching for both academic and non-academic uses.
 - o Full knowledge of using e-mail and all other cyberspace technology for communication purposes.

Experience

August 2019 – current Manor House British International School

(Cairo, Egypt)

Foundation Stage 1 Class teacher

May 2019 – July 2019 English House Preschool

(Cairo, Egypt)

Class Teacher for age 4 years old

November 2014 - July 2017 English House Preschool

(Cairo, Egypt)

Class Teacher for age 3 years old

September 2014 – October 2014 Relitin Nursery

(Cairo, Egypt)

Class Teacher for age 2 years old

October 2010 – July 2012 Career Gates, Training Institute (Cairo, Egypt)

Programme Executive and Operation Coordinator

September 2008 – May 2009 Team Y & R International Advertising Company (Cairo. Egypt)

Account Executive: I was the account handler for Dabur, Chevron, Novartis, Sony Ericsson and HC Securities and Investment.

June 2008 – September 2008 Team Y &R International Advertising Company (Cairo, Egypt)

Traffic: My role was to make sure the load of work is moving smoothly between the departments and that we keep our deadlines with the clients.

September 2007 – June 2008 Mokatam Language School – American Section (Cairo, Egypt) School Year 07/08:

Was class teacher for G2

February 2006 – June 2007 Modern Science and Arts University (MSA) (Cairo, Egypt)

Assisting in Advertising Principles
Assisting in History of Arab Media
Teaching Introduction to Mass Communications
Teaching Introduction to Public Relations.
Assisting in Communication Theories.

Besides the teaching part I also was involved in Admin work. I did advising for the students and helped in preparing orientation for new students national and international.

September 2005 – February 2006 Memphis American International School

(Cairo, Egypt)

- English for KG and G1
- Math, Science for KG

March 2005 Misr Language Schools

(Cairo, Egypt)

Training for two weeks

- I was working on editing the Special Olympics website.
- I was given office job tasks:
 - Writing thank you letters
 - o Writing articles to summarize events of Special Olympics
 - o Took part in editing the Employment Handbook.

1993–1994 St. Georges Primary School (London, England)

Assistant Teacher

- I was helping in pre-school 2 hours per day from Monday through Friday.
- I was voted by the children to help in the Christmas Show that was preformed by students from ages 4 to 6 years old. The class teachers and the administration welcomed the idea and for the next month I was spending between 4 to 8 hours per day to help in the rehearsals.

My job was backstage. I would get the children ready for their roles and made sure they go on and off stage at the right time. I would help the children review their lines before they got on stage and made sure that the right equipment is on stage in the right time.

Other Skills

- Excelled mass media analysis skills
 - Conducted critical analysis in many different fields of mass media including television and street commercials, films, soap operas, TV series, cartoons, news shows, political debates and sports shows.
- Excellent communication skills in working with international people
 - As the daughter of a diplomat, most of my life has been spent outside of Egypt which has necessitated communicating with people from different backgrounds.
- Excellent campaign building skills
 - Participated and executed several campaigns during the years at California State
 University including an advertising campaign for the on-campus field house
- Excellent presentation skills
 - o Presented my presentations in front of an audience of 100.
 - o Participated in open forum debates were I spoke in front of an audience of 300.

Hobbies

- Enjoy traveling and have been to over 15 countries and have lived for four years in each of:
 - o Prague, former Czechoslovakia
 - o London, United Kingdom
 - o Amman, Jordan
 - o San Diego, California, United States

Clubs

- o In my university years I was a member of International Students Club.
- Was a member of Volunteer In Action (VIA) for 3 years.
- o A member of Rotary since March 2013.