

7 Midan El Thawra  
Mohandessin, Cairo, Egypt

Home number: (02) 33383543  
Cell number: (012)06781314  
E-mail:  
nermine@elmenchawi.com

# Nermine A. El Menchawi

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## **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 26<sup>th</sup> 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:
  - Full knowledge of researching for both academic and non-academic uses.
  - 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



**Clubs**

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