**Name:** Maha Rami Raafat

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**Education:**

- Currently working on my Master thesis in **comparative poetry** at **Ain Shams University**

**Master degree topic**: Multiculturalism in selected works of Irish and Palestinian literature: William Butler Yeats and Mahmoud Darwish (A Case Study)

-**Premaster's degree** in **English literature** from **Ain** **Shams University** (2018)

**-** **Bachelor degree** in **English language and literature** from Faculty of **Al-Alsun** (Languages) **Ain** **Shams** University (2009), **English** Department.

**Graduation project**:A theoretical, practical and analytical application on the usage of cohesive devices and collocations in translation.

Grade: very good.

**-** School: **Al-Farouk Islamic language school – King Abdulaziz Alsoud Language School,** Cairo, Egypt

**Work Experience:**

**- Academic Writing Instructor** at **Galala University,** Egypt (**2021**)

**- English for Business Purposes Instructor** at **Integrated knowledge Dynamics Institute** based in Canada**.(2020 - present)** Website: <http://ikdtraining.com/>

* I delivered business English classes for employees or potential employees at oil companies to license them for promotions or positions at oil companies, especially employees at the Gulf area
* Classes were delivered on site; inside the institute and online via Zoom application.

**-Cultural Events Organizer** at **the Heliopolis Association libraries (2020 -2022)**

* My main responsibility as a Developer is to improve services and classes of all sectors of the cultural institution including ( The main library, the Child's library, and the Languages Center ) such as introducing new workshops. I also promoted the new ideas.
* I am also responsible for managing the main adults library two days a week. My duties included assuring quietness, safety and organization of work inside the library as well as the duties of a typical librarian including keeping statistical and financial records, and using library system.
* I also worked as a social media content writer, as well as a translator for coordination protocols and working contracts and documents of foreign partners

- Freelance **proofreader** and **editor** of Masters and PHD theses **(2019- 2020)**

-Freelance **English – Arabic Translator (2019):**

* Latest works: A book in the philosophy of museums entitled **Museums as Social Learning Spaces** published in Arabic language at Egypt Book Fair2019

**- Co-founder** and **Director** of the **Library of the Child's Museum belonging to the Heliopolis Association (2017)**

**-English – Arabic Translator** of the geographical and historical material of the whole project of **the Nile Museum** in collaboration with the Child’s Museum **(2013 – 2014)**

**-** **Journalism Translator** at **Roayah** news website **(2011 - 2013)**

I have practiced the following

* Picking up written political and general materials including analytical Articles, researches, and brief as well as non-written materials: interviews, documentaries, and political courses, then translating it into Arabic and preparing it for publishing, thus have also practiced the duties of an **Editor.**

Website link: http://www.roayahnews.com/

**-Journalism Translator** and **Editor** at **Android Group** website. **(2013 – 2014)**

Duties practice:

* Selecting, editing and translating English latest Android system technology news, articles, and videos from leading international foreign websites and preparing it for publishing.

Website Link: <http://www.androidgroup.net/>

- **Freelance literary Translator** at **Animar** Publishing House for Arts and Literature. (2013 – 2014)

**- Freelance medical researches translator** (**2013 -2014)**

* + **Media officer/**T**ranslator** at the **Child's Museum** belonging to **the Heliopolis Association** during the periods: (2009 – 2011)
* Translating all educational material of the main building of the museum including scientific, historical and archeological subject matters all chosen by Michigan University and a number of Egyptian specialized professors of different universities
* Translating articles, brochures, and handouts introducing the museum
* Responsible for Website and Facebook page content writing
* Translation of legal documents (contracts, job offers, partnership protocols ).

**- Guide** at **the library of the Egyptian museum**, (**2008/2009, 2009/2010** )

I used to guide tourists of the museum to their target books during summer vacancies of my university studying years.

**Diplomas** **and other Courses**

* **Subtitling** course from Translance for Translation training services
* **Essay Writing Certificate** from the **UNICEF** (2021)
* **TEFL** DiplomafromGlobal Bus Foundation. (2020)
* **MODLI** diploma from (Military of Defense Languages Institute**)** (2019**)**
* **Certificate of training on law translation** (2022)

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**Language skills:**

 **Arabic:** mother tongue

 **English:** Excellent command of spoken and written

 **Italian:** Fair

 **French:** slight knowledge

**Computer skills:**

**Fair ability to work with translation tool: MemoQ**

 **Operating system:**

Subtitling tools ( Subtitle Edit – Vrew )

 Ms Office (word)

 Able to search on the internet

 Koha Library System

**Personal skills:**

I believe I have a good level of enthusiasm, patience, efficiency, ability to work with and learn from others in order to take part in any kind of work that makes me proud and help others be proud of themselves : )

**Personal information:**

**Date of birth:** 22\6\1987

**Nationality:** Egyptian

**Marital status:** single

Documents, certificates, and samples of works are available upon request. Thanks