

# Verina Raafat Shaker

**Address:**

7 Al-Qasr Al-Gomhory Street

**Phone:**

01277334454

**Email:**

[Verina1800063@miuegypt.edu.eg](mailto:Verina1800063@miuegypt.edu.eg)

**Website**

<https://wuzzuf.net/me/Verina-Raafat-b921787ebf>

## Summary

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- Certified in Hr fundamentals and Hr recruitment.
- Expert in subtitling and translating from source language to target language using CAT tools with a Bachelor degree in Languages.
- Certified in Microsoft Office .
- Seeking for a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

## Certificates

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- Certificate in Screen subtitling
- Certificate in HR fundamentals and HR Recruitment
- Certificate in Microsoft Office
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## Experience

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- **Freelancing English and American Teacher-** (January 2020\_ present)
  - Proficiency in PowerPoint presentations
  - Meeting deadlines
- **Customer Service Representative,** at Vodafone UK- (September 2020\_ December 2020)
  - Decision maker
  - Complex problem solver

## Student Activity

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- **HR Coordinator,** at Model United Nations- (June 2019\_ March 2020)
  - Organizational skills
  - Communication skills
- **Former Delegate,** in Marketing Simulation Tournament- (June 2018\_ March 2019)
- **Scout Leader,** volunteering- (March 2018\_ present)
  - Strategic planning
  - Time management

## Education

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- **Misr International University** (2018\_2022)  
**Faculty of Al-Alsun and Mass Communication**  
**Al-Alsun department (English department)**  
GPA 3.4
- **Sainte Claire's College,** (2005\_2017)

## Languages

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- **English** Fluency in reading, writing, speaking and listening
- **French** Excellent in reading, writing. Very Good in speaking and listening
- **German** Good in reading, writing, speaking and listening