

# Noha Alhussein Moustafa Aboelela

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## ❖ Objective:

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A dedicated Certified Career Services Provider (CCSP, NCDA) with 5+ years of hands-on experience in empowering diverse clients through personalized guidance and knowledge-based strategies. Passionate about transforming lives by tailoring career plans to individual strengths, goals, and market demands. I combine academic expertise, international credentials, and proactive coaching to help each client thrive in the ever-changing labor market.

## ❖ Education:

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Nov 2021: Ph.D. degree in English Language and Literature, First Class honors, Faculty of Arts, Suez Canal University

Title: Making Comics: Alan Moore's "V for Vendetta", A Literary Approach

Feb 2017: Master's degree in English Language and Literature, Grade/ Excellent, Faculty of Arts, Benha University

Title: Socio-Political Ideologies in Two Selected Children's Novels: J. K. Rowling's "Harry Potter and The Philosopher's Stone" and Tarek Abd-El-bary's "The King of Things".

May 2009: Bachelor of Arts, English Department, Very Good, Faculty of Arts, Zagazig University

May 2007: Bachelor of Education, English, Very Good with honors, Faculty of Education, Zagazig University

## ❖ Courses and Certifications:

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2025: FCD Instructor Training, NCDA Credentialing Commission

2024: Certified Career Service Provider, NCDA Credentialing Commission

2022: Fundamentals of English Language Teaching (FELT), American University in Cairo (AUC)

2021: Career Development Facilitating Program (CDF), AUC

2021: Disability Equality Training, International Labor Organization (ILO), Cairo

2021: Training of Trainers (TOT), Aspire Training Solution, Cairo

2021: Fundamentals of Digital Transformation, Central Unit of IT Training, Supreme Council of Universities

2008: Soft skills, business correspondence, report writing, and basic marketing from Berlitz.

2008: Teamwork program, customer service, basic sales, communication skills, problem-solving and decision making, basic project management, and presentation skills courses, Dale Carnegie Institute.

## ❖ Publication:

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2021:

- Fear in V for Vendetta, Journal of Faculty of Arts and Human Sciences, Suez Canal University 4.38, 74-107.
- Identity in V for Vendetta, Journal of Faculty of Arts and Human Sciences, Suez Canal University 4.38, 156-192.

## ❖ Experiences:

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Apr 2019 till now: **Certified Career Service Provider, University Center for Career Development (UCCD), Faculty of Commerce, Zagazig University**

- Provide over 2,000 one-to-one sessions of individualized career guidance and one-on-one coaching to students and alumni, helping them align academic backgrounds with labor market needs.
- Design and deliver over 300+ career development workshops and camps for over 7,500 participants, integrating NCDA-aligned best practices and interactive methods.
- Customize career plans based on clients' skills, interests, and goals, improving their job-readiness and employability outcomes.
- Lead the development of Employability Skills training programs under USAID and Aspire Training Solution standards to boost clients' confidence and skills.
- Promote diversity and inclusion through ILO-compliant training for students with disabilities, enhancing accessibility in career guidance.
- Coordinate and monitor 16+ skills-based training initiatives focused on English language, soft skills, and technical readiness for the labor market.
- Manage outreach and awareness campaigns through orientations, digital content, and multimedia, reaching 100,000+ clients with UCCD services.

Feb 2023 till now: **Digital Transformation Trainer, Training and Continuing Education Unit, Supreme Council of Universities in Egypt.**

- Generate captivating videos, presentations, and interactive activities to enhance the training of university staff and postgraduate students.
- Conduct designated training sessions using various virtual classroom tools to facilitate engaging and participative learning experiences.
- Exhibit a proactive and optimistic approach throughout, aiming to maximize the effectiveness of the training program.
- Inspire trainees to apply their newly acquired skills in academic assignments, enabling them to make a noteworthy impression on their professors.

**2024- 2025:: Part-time English Assistant Professor, Fundamental Sciences Department, Computers and Information Faculty, ElSalehya ElGadida University.**

- Presented engaging lectures and led discussions on complex topics, ensuring that course materials were accessible and relevant to the students' needs.
- Developed clear and effective teaching tools that aligned with the program's goal of educating
- Assisted students in developing critical thinking skills and understanding the material, helping them apply this knowledge to real-world issues.
- Evaluated students' work with precision and fairness, ensuring transparency and consistency in grading.
- Gave constructive feedback that helped students improve their academic performance and better understand key concepts related to the program's objectives.
- Updated pedagogical performance based on the latest teaching methodologies using student-centered techniques and gamification.

**2024- 2025: Part-time English Instructor, hired by American University in Cairo for the Pioneers Scholarship Program at Mansoura University.**

- Delivered English language training to adult learners, focusing on reading, writing, speaking, and listening skills.
- Designed and implemented lesson plans that align with the SCE's curriculum objectives, ensuring that course materials are engaging and effective.
- Evaluated student progress through assignments, tests, and other assessment tools, providing constructive feedback to facilitate improvement.
- Created a positive and inclusive learning environment that encouraged active participation and respected diverse perspectives.

**2012 -2019: Translator, General Administration for Postgraduate Affairs, Zagazig University**

- Created tracking records using MS Word to monitor certificate approval phases, preventing document loss and streamlining processing.
- Proactively improved communication with foreign embassies and research bodies by handling 20+ weekly inquiries in both Arabic and English.
- Initiated and developed Excel-based statistical models to classify graduates by specialization and graduation date, aiding in efficient reporting and decision-making.

**❖ Skills:**

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- **Adaptive Guiding:** Tailor coaching and training to meet diverse client and learner needs (e.g., CCSP, FCD).
- **Initiative & Program Design:** Proven ability to develop and lead impactful workshops and outreach campaigns (e.g., NCDA, USAID).
- **Effective Communication:** Strong written and verbal communication in Arabic and English for diverse audiences.
- **Digital Proficiency & Administrative Excellence:** Experienced in using Excel, PowerPoint, and e-learning tools for reporting and training delivery, and skilled in data management, record keeping, and process tracking using MS Office tools.