



# Hanna Mohamed Arafa

Teaching Assistant, Architecture Department

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A passionate and achievement-driven young architect with a keen interest in arts and design. Fully engaged to the global society, as an educator, I believe in the duty we have to others and the power of Architecture as a medium of change in culture and heritage. I take pride in that I am a hardworking, ambitious, and challenge orientated individual with the desire to always learn more. Lastly I would like to think of myself as a dreamer, who has visions of her own utopia, and constantly trying to help others find theirs.

## 🎓 Education

Oct 2022 – Present  
Tanta, Egypt

**Pursing a Master's Degree in Architecture (MDA),**  
*Faculty of Engineering – Tanta University.*

Oct 2016 – Jul 2021  
Tanta, Egypt

**Bachelor's Degree in Architecture (BDA),** *Faculty of Engineering – Tanta University*  
Top of Class with Point Grade Average (GPA): 3.8

Sep 2013 – Jun 2016  
Cairo, Egypt

**High School Diploma (HSP),** *Eagles International Schools (American Division)*  
Cumulative GPA: 3.9

## 👛 Professional Experience

May 2022 – Present  
Tanta, Egypt

**Teaching Assistant in Architecture Department,**  
*Faculty of Engineering – Tanta University.*

- Maintain a schedule of 8 classes per week.
- Help Professors prepare lectures and studio work.
- Provide extra explanation to students in tutorial sections.
- Liaised between faculty and students to optimize faculty time.
- Assist in data collection to be used for potential academic publication.
- Contribute to research and data analysis within the Architecture department.

Jul 2022 – Present  
Tanta, Egypt

**Active Member of the Quality Assurance Unit, Committee of Education Programs and Courses – Faculty of Engineering – Tanta University**

- Revise the current mission, vision and objectives of the program to suggest any possible modifications, and present them to the Faculty Council for amendment and approval.
- Ensure that the faculty adopts academic standards for its educational programs according to the recognized national standards.
- Formulate and update programs' and courses' descriptions in accordance with the National Academic Reference Standards (NARS-2018).
- Follow up on the documentation of the annual reports of educational programs in accordance with the official forms of the National Authority of Quality Assurance.

Aug 2022 – Present  
Tanta - Cairo, Egypt

**Career Development Specialist (CDS), American University in Egypt (AUC) University Center for Career Development (UCCD) – Tanta University**

- Deliver career advising to students and graduates through individual session appointments.
- Complete assessments on clients to gather education and employment history.
- Conduct an average of 5 career development workshops per month.
- Build and maintain professional relations with employers to better assist our graduates.
- Keep record details on cases, referrals, and contacts made with employers or agencies through the Client Referral Management System (CRMS).
- Host employer round tables to assist alumni, students, affiliated and potential employers.
- Provide qualified assistance to students and graduates with disabilities to help them find the right career fit.

Jun 2023 – Present  
Tanta, Egypt

### **Concept Architect, Freelancing**

- Understand the client's wishes, and aspirations and using different illustration methods to turn these aspirations into a reality.
- Create conceptual designs and sketches for architectural and interior projects.
- Research and maintain knowledge of various engineering application methods, and materials.
- Network and consult with various industry professionals.

Dec 2021 – Dec 2022  
Tanta, Egypt

### **Technical Office Engineer, El-Saad Construction – Egypt**

- Dealt with subcontractors and suppliers.
- Ensured all work produced in the project is on schedule.
- Studied project's specification, drawings and BOQs
- Created 2D & 3D drawings and designs using AutoCAD and Revit.

## **Trainings**

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May 2024 – Present  
Cairo, Egypt

### **Disability Equality Training (DET) – TOF Awareness Program, Helm Organization**

**DURATION:** 15 instructional hours – 60+ training hours

- Completed Phase (1) that covered the content of course through a dynamic, focused, highly participatory group work approach to changing attitudes and practices towards the greater inclusion of persons with disabilities in mainstream employment, services, and activities.
- Preparing for Phase (2) that will cover preparing trainers to initiate action towards creating a society in which disabled people have the right, opportunity and choice of realizing their potential as fully functioning citizen

Nov 2023 – Present  
Cairo, Egypt

### **Training Of Trainers (TOT) for the Employability Skills Track (EST), Aspire Consulting and Training**

**DURATION:** 110 training hours – 25 presentation hours

- Completed Phase (1) & (2) that covered the content of the course, logic behind the topics sequence, and delivering a demo round, coached by an Aspire trainer as a coaching-on-job.
- Still preparing for Phase (3) that will discuss and address any gaps that surfaced in coaching.

Jul 2023 – Sep 2023  
Cairo, Egypt

### **Certified Professional Trainer (CPT), American Chamber of Commerce in Egypt.**

**DURATION:** 60 training hours (face-to-face) – 25 presentation hours (face-to-face)

- Completed the three phases required by the organization with an overall score of 99%.
- Received intensive coaching on how to develop and deliver effective training programs.
- Identified the fundamentals of training process and Training Needs Assessment (TNA).
- Learned about developing learning outcomes and different instructional strategies.
- Enhanced performance through interactive accredited ATD™ exercises from the "Facilitation Skills Training" manual that are guaranteed to improve Trainer's skills.

Oct 2022 – Aug 2023  
Cairo, Egypt

### **Facilitating Career Development Training and Certification Program (FCD), American University in Cairo (AUC) Career Center and NCDA Curriculum for Career Development Facilitators (CDF)**

**DURATION:** 120+ hour competency-based certification program.

- Completed the three phases required by the National Career Development Association (NCDA). and currently studying to become a Certified Career Services Provider (CCSP).
- Received training in each of the 12 career development competencies.
- Covered hands-on and interactive teaching methods and had the opportunity to interact with colleagues from a variety of work settings.
- Received in-depth coaching in the areas of career development provided by a internationally trained and qualified instructor with CCSP credential.
- Completed up to 120+ class/instructional hours, in the form of preparing and delivering more than 40 workshops and 100 individual career sessions.

Jul 2019 – Sep 2019  
Ajman, UAE

### **Four Week Student Internship, Contral Construction – United Arab Emirates.**

**DURATION:** 90+ hour office training.

- Created design presentation pitches for clients in different projects.
- Delivered administrative documents, met deadlines and cooperated with different teams.

## Projects

### **Rehabilitation Center for Drug Addicts, Graduation Project**

The project discussed the effect of architecture on the healing journey of drug addicts along the basic principles of designing rehabilitation centers and hospitals in coastal areas.

**Project Grade : A-**

## Organizations

Aug 2018 – Sep 2019

Tanta, Egypt

### **AIESEC Tanta, Member of Outgoing Global Entrepreneurship (oGE)**

- Recruited and ensured members experiences.
- Communicated with partners to ensure constant partnerships.
- Tracked performance, sent and received feedbacks and solved problems.

## Skills

**Administration**  
Expert

**MS Office**  
Expert

**AutoCAD**  
Advanced

**Adobe Photoshop**  
Advanced

**Autodesk Revit**  
Experienced

**Sketch Up**  
Experienced

**Lumion**  
Intermediate

**3D Max**  
Intermediate

**Sketching**  
Expert

**Model Making**  
Expert

## Languages

**Arabic**  
Native Proficiency

**English**  
Full Proficiency

**Korean**  
Limited Proficiency

## Interests

• Astronomy

• Travelling

• Tennis

## Awards

### **Highest Honors, Valedictorian.**

Environmental Architecture Department, Class of 2021.  
Faculty of Engineering - Tanta University.