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## **Education**

**Bachelor's Degree of Arts.** 2009 – 2013  
Alexandria University, English Department, Linguistics and Translation.

**Thanwya Amma** 2006 – 2009  
El-Manar Language Girls School, Alexandria.

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## **Accreditation**

**Certified Career Service Provider (CCSP)** 2024  
National Career Development association (NCDA)

**Certified Professional Trainer (CPT)** 2024  
American Chamber of Commerce and American University in Cairo (AUC)

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## **Experience**

**Career Development Specialist [Full time]** 2021 – Present  
**Alamein International University, University Centre Career Development (UCCD)**

- Conduct 700+ one to one career development sessions.
- Administer assessments for students to understand their strengths, interests, and values.
- Conduct over 500 mock interview and resume critique sessions.
- Design pre assessments to address the needs of students and design training programs accordingly.
- Design and implement interactive career planning workshops, interviewing skills, resume writing and networking skills.
- Create training and trainer manuals for workshops.
- Train 1000+ students on employability skills such as communications skills, presentation skills, time management, team building and emotional intelligence in workplace.

**English Instructor [Part time]** 2017 – 2018  
**Arab Academy of Science for Science, Technology and Maritime, English Centre**

- Taught General English to 500+ nonnative speaker.
- Designed interactive lesson plans to facilitate learning process.
- Set assessments tools such as exams, assignments, and presentations to monitor student's progress.

**Conferences and Events Planning Specialist [Full time]** 2017 – 2021  
**Bibliotheca Alexandrina, Centre for Special Studies and Programs.**

- Handled logistical arrangements for around 50 events (workshops, conferences, closed meetings, webinars)
- Handled registrations of around 4000+ participants during different events.
- Recruited and trained around 150 members in the organizing team and interns.
- Handled administrative tasks such as sending monthly newsletters.
- Coordinated 3 youth projects.

**English Tour Guide [Full time]** 2015 – 2017  
**Bibliotheca Alexandrina**

- Delivered English and Arabic tour guides to thousands of the library's daily users.

- Delivered 300+ VIP guided tours to eminent figures.
- Recruited and trained around 100 interns to be tour guides.

#### **Office coordinator [Full time]**

2014 – 2015

#### **Benefit Marketing Agency**

- Coordinated internal meetings among all departments.
- Coordinated external meetings with potential clients.
- Maintained office files and records.

### **Courses**

- **Disability Equality Training Program**, Helm Initiative (30hrs) 2024
- **Facilitating Career Development Program**, American University of Cairo (120hrs) 2024
- **Employability skills**, Aspire Training Consultancy (40 hrs) 2023
- **Train the trainer (TOT)**, American Chamber of Commerce (120 hrs) 2024
- **Life Coaching**, Kotler Academy (120 hrs) 2022- 2023
- **Digital Marketing**, Udacity 2022
- **Facilitating career development program**, Aya el Dighady (120 hrs) 2020 –2021

### **Memberships**

- Member at Career Hive Community 2021- Present
- Member at National Career Development association (NCDA) 2021- Present

### **Conferences**

**Speaker, Sketch your Future Conference, Bibliotheca Alexandrina** (2021, 2022, 2023)

Presented a 20 minutes speech before 1600 high school students annually in each version on how to choose college majors according to their interests.

**Career Development Representative, Career Hub Conference, Alexandria** 2022

Delivered quick tips to university students on how to plan their career.

### **Computer skills**

Microsoft office (Word, Excel, Powerpoint): Very Good command

### **Language skills**

Arabic: Mother Tongue.

English: Fluent.