

# Mona Fouad

Career Development Provider

Certified TESOL – CCSP – FCDT

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## Objective

Highly motivated to communicate with people from a close perspective, inspire them, and am inspired by them. Over 10 years of experience in training and consulting environments through university and community, labor market activities, and events. Extensive experience as a senior career development specialist in high-profile training projects in the human resource development field. develop curriculum or investigate the needs of their audience to build a curriculum that meets those requirements. Certified career service provider & global career development facilitator and Aspire institution.

## Education

2025	<b>Aswan University, Egypt</b> Master's degree in English teaching methodology Grade: <b>Excellent</b>
2011	<b>Aswan University, Egypt</b> Diploma in EducationTechnology Grade: <b>Very good</b>
2010	<b>Aswan University), Egypt</b> Bachelor of Education, English Section Grade: <b>Good</b>

## Professional Experience

**Aswan University – University career center for Development under the USAID-funded UCCD program**

<b>2022– present</b>	<b>Senior career development specialist</b> <ul style="list-style-type: none"><li>• Design and create more than 10 topics for students, including "Job Search, Freelancer, Digital Marketing, Information Interview, Cover Letter, first 100 Days at Work, and All Soft Skills Required for the Labor Market."</li><li>• Present workshops and training on various themes to more than 4500 students.</li><li>• Provide more than 600 individual career consultations, including simulated interviews and job search appointments.</li><li>• supervising the operations of workshops and roundtable discussions to facilitate networking with employers.</li><li>• Coach teams are eligible for career services, Considering diversity.</li><li>• assist with procurement and inventory operations, and handling logistics.</li></ul>
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**Freelancer – TIEC Technology Innovation and Entrepreneurship Center**

<b>2022– present</b>	<b>trainer/facilitator</b> <ul style="list-style-type: none"><li>• Train more than 300 students in various topics such as Communication skills, time management, how to be a freelancer, discovering yourself, decision-making problem-solving.</li></ul>
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<b>2020– 2022</b>	<b>Career development specialist</b> <ul style="list-style-type: none"><li>• Execute workshops on various topics to more than 1500 students.</li><li>• Make for more than 600 resume critiques.</li><li>• Conduct interviews for students to be able to receive courses.</li><li>• Plan training and creative activities for students with the team.</li></ul>
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<b>2019– 2020</b>	<b>Data Information Officer, UCCD project</b> <ul style="list-style-type: none"><li>• Managed Facebook page and marketing for the center.</li><li>• Designed all banners and brochures for the center.</li></ul>
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	<ul style="list-style-type: none"> <li>• Input student data into an information system.</li> <li>• Resolved any technical issues in the system.</li> </ul>
<b>2018– 2019</b>	<b>Information Systems Officer, Specific faculty</b> <ul style="list-style-type: none"> <li>• Sorted the student bifurcation.</li> <li>• Examined issues with faculty member control.</li> <li>• Addressed issues with administrative information systems for student affairs.</li> <li>• Addressed issues with displaying results and students' cumulative grades.</li> </ul>
<b>2017– 2018</b>	<b>Web editor, Education faculty</b> <ul style="list-style-type: none"> <li>• Used Photoshop and the InDesign application to take and edit photos.</li> <li>• Officially crafting news.</li> <li>• Formatted web pages using programming languages like CS2, HTML, and PHP.</li> </ul>
<b>2012– 2017</b>	<b>Aswan University, E-Learning Center</b> <b>Graphic designer</b> <ul style="list-style-type: none"> <li>• Summarized and analyzed the curriculum in order to make an engaging simulation for pupils.</li> <li>• Produce animated text using Illustrator and Flash software.</li> <li>• Conducted interactive tests with feedback to determine how well students understood the material.</li> <li>• Made an audio recording of the course material and edited it using Adobe Audition.</li> </ul>
<b>2012– present</b>	<b>Abd Elmgeed prep School – Aswan</b> <b>English teacher</b> <ul style="list-style-type: none"> <li>• Teach English to more than 150 students.</li> <li>• Use different methods and strategies for teaching English.</li> <li>• Success enhances student performance.</li> <li>• Design lessons and abstracts for students</li> </ul>
<b>2011 - 2012</b>	<b>Egyptian Family Development Foundation, Violence against Children project, under the USAID-funded, Aswan, Egypt</b> <b>Co-Ordinator</b> <ul style="list-style-type: none"> <li>• Trained villages on children's law and children's rights.</li> <li>• Solved children's psychological, social, and judicial issues.</li> <li>• Combining technical supply chain management initiatives with local stakeholders</li> </ul>
<b>2007 - 2011</b>	<b>Y-peer organization Collaborate with UNICEF, Egypt</b> <b>Human development coach</b> <ul style="list-style-type: none"> <li>• Educated adults utilizing interactive exercises on a variety of awareness themes in many domains (peer education).</li> <li>• Interacting with minors as a group.</li> <li>• Create and carry out initiatives with students.</li> </ul>

## Courses &scholarship

- TESOL Methodology -University of Maryland, Baltimore County (UMBC) TESOL Professional Training Program
- CCSP certified career service provider - National Career Development Association
- NCDA CERTIFICATE Facilitating career development training- National career development association AUC
- TOT - Aspire organization
- TOT - Y-PEER organization

- TOT - ITI **information technology institution**
- **Diploma** in digital marketing from the **American Chamber of Commerce**
- Entrepreneurship – **Endeavor institution**
- Google scholarship for project management
- disability inclusion – **ILO International Labor Organization**
- SPSS and Report Writing – **ILO International Labor Organization**

## Extracurricular activities

2023 - present	<b>Career development specialist, ISODSES organization society, Aswan</b>
2008 - present	<b>Member, Ressala Association, Aswan</b> <ul style="list-style-type: none"> <li>• Trained more than 300 people on emotional intelligence, social style, communication skills, and time management skills.</li> <li>• Prepare and organize human development forums and make networking for life makers to implement projects available to needed communities.</li> </ul>
2008 - 2013	<b>Volunteer in Youth Association for Population and Development, Aswan</b> <ul style="list-style-type: none"> <li>• Received training on how to prepare a feasibility study for entrepreneurs.</li> <li>• Participation in social and charitable activities, competitions, and youth initiatives</li> </ul>
2008 - 2013	<b>Volunteer in Future Association for development</b> <ul style="list-style-type: none"> <li>• Contribute to an awareness campaign for school students on environmental and health issues in cooperation with UNICEF and the Ministry of Health and Population through introductory sessions.</li> <li>• Trained in various topics on critical thinking, problem-solving, and personality type.</li> </ul>

## Skills

### Language Skills:

- Arabic-mother tongue
- highly proficient in English- B2A level

### Computer Skills:

Excellent working Knowledge of Microsoft Office 365, Photoshop, Flash, Illustration, Articulate Storyline E-learning, Camtasia Studio, Adobe After Effects, Adobe Premiere