

**NIHAL EL-SAMAN**  
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## **CAREER OBJECTIVE**

*Seeking a full-time position with a dynamic institution where I can build on and enhance my background education and skills in the Education and Teaching industry.*

## **EDUCATION AND CERTIFICATIONS**

**TERTIARY:**           **Bachelor of Arts – English Literature, 2004**  
Ain Shams University, Cairo, Egypt

**CERTIFICATES:**   **International TESOL Diploma, 2022**  
Sydney, Australia

**International IELTS Teaching Certificate, 2022**  
Sydney, Australia

**Graduate Certificate in Interpreting & Translation, 2015**  
University of Western Sydney, Australia

**Advanced Diploma in Interpreting (Professional Level) Arabic,**  
**2008 (NAATI Accreditation)**  
South Western Sydney Institute (Tafe) Sydney, Australia

**Certificate of Attainment – Children Services, 2007**  
TAFE OTEN, Sydney, Australia

**COURSES**           **Microsoft Word & Microsoft Excel 2002-2003**  
IBM Corporation, Cairo, Egypt

## **HIGHLIGHTS OF EXPERIENCE**

### **Al-Kenana International School (American Division) – Cairo, Egypt**

*Social Studies Preparatory Teacher (1/2023 – Current)*

#### Major Duties & Responsibilities

- Motivate students and increase their passion for learning International History and Geography
- Encourage students' participation in the classroom
- Guide the students to practice effectively
- Supervision on tests and quizzes
- Preparation of Power Points and Booklets for the whole year
- Marking Homework and Assignments

### **Rajac Language School – Cairo, Egypt**

*English Primary Teacher (8/2022 – 1/2023)*

#### Major Duties & Responsibilities

- Motivate students to increase their passion for learning English
- Encourage students' participation in the classroom
- Set the topics for each class and guide the students to practice effectively
- Develop and supervise tests and quizzes to be completed by students
- Preparation of Booklets and Assignments for the whole year
- Marking Homework and Assignments

### **Al Ahram Language School – Cairo, Egypt**

*English Primary Teacher (9/2021 – 6/2022)*

#### Major Duties & Responsibilities

- Motivate students to increase their passion for learning English
- Encourage students' participation in the classroom
- Set the topics for each class and guide the students to practice effectively
- Develop and supervise tests and quizzes to be completed by students

- Preparation of Booklets and Assignments for the whole year
- Marking Homework and Assignments

**All Graduates Interpreting & Translating Services Agency, Associated Translators & Linguists Agency, On Call Interpreters & Translators Agency & Interpreting Connection Agency – Sydney, Australia**  
*Casual Professional Level Interpreter (7/2009 – Current)*

Major Duties & Responsibilities

- Attending Face to Face meeting in Various Assignments with The Refugee Review Tribunal, Workers Compensation Commission, Ageing Disability & Home Care, Private and Public Hospitals, Advanced Personnel Management
- Various Phone Interpreting in different interstates eg; Melbourne & Sydney

**English School – Cairo, Egypt**

*English Primary Teacher (9/2004 – 5/2006)*

Major Duties & Responsibilities

- Preparation of Curriculum for the year
- Setting up exams for mid-term year
- Marking homeworks, excercises, exams, etc

**Egyptian Commercial Bank Cairo, Egypt**

*Accounts Clerk (7/2004 – 8/2004)*

Major Duties & Responsibilities

- Reconciling bank accounts
- Data Entry and Bookkeeping
- Recording cheques received
- Filing client documents
- Updating foreign exchange rates

## **COMPUTER PROFICIENCY**

- MS Office Package (MS Word, MS Excel)
- Internet Explorer
- MS Windows XP, 98,95 & Version 3.11

## **PROFESSIONAL AFFILIATIONS**

- Fluent in spoken and written both languages Arabic & English
- Fair knowledge of French
- Ability to grasp readily and completely what others say in either language
- A good memory for what is said
- Ability to find equivalent means of expression in each language even when there are no equivalent words in the target language
- A knowledge of specialized vocabulary and concepts in areas such as medicine, law, etc
- Excellent Customer Services Skills
- Organization & time management

## **HOBBIES AND INTERESTS:**

- Reading
- Walking
- Love travelling and meeting people
- Watching movies

## **REFEREES UPON REQUEST**