

**TAMER HUSSEIN**555, El Sherifa Dina St., Maadi, Cairo, Egypt • Tel: 222-1111 • Email: [th@yahoo.com](mailto:th@yahoo.com)**CAREER OBJECTIVE**

A challenging career opportunity in the field of construction engineering and management to build upon and utilize my previous work experience, academic background and communication and leadership skills

**EDUCATION**

**Bachelor of Science**, the American University in Cairo, Egypt June 1999

- Major : Construction Engineering and Management
- GPA : 3.56/4.0
- Coursework included: Methods and Equipment for Construction, Financial Management & Accounting in Construction, Construction Project Specifications, Technology of Planning, Scheduling and Control

Make sure to include your GPA if it is above 3.0. State course work related to your job objective.

**American High School Diploma**, Cairo American College, Egypt, 1994

**ACADEMIC RESEARCH**

- Graduation production: researched the availability of the use of Thastyron as building materials to redesign an existing 5 story school building
- Conducted a steel design project on an industrial area. This included choosing a structural system to meet the required design functions assigning the load on the structure, a structural analysis of the structure, design of the truss members, columns and perlines

A section on academic research or academic honors can be added when relevant.

**INTERNSHIP EXPERIENCES**

**Junior Site Engineer**, XYZ Construction, Cairo, Egypt, Summer 1998

- Handled day-to-day site activities under the supervision of the site engineer
- Aided the site engineer in the absence of the construction manager
- Assigned the responsibility of the execution of the construction schedule set by the project manager
- Monitored the preparation of a site for construction & the control of the water table level using the method of Deep Well Systems
- Prepared horizontal elements for casting including preparation of check lists and requests
- Supervised concrete pours with particular reference to concrete vibration of the placed concrete and security of the form work

Reverse chronological order; most recent comes first

**Assistant Site Engineer**, ABC Contractors, Summer 1997

- Worked with site surveyor in setting out and checking dimensions for placing formwork.
- Checked cutting and bending of reinforcement steel with bending schedule
- Prepared vertical and horizontal elements for casting, including preparations of check lists and requests

**EXTRACURRICULAR ACTIVITIES**

**Construction Engineering Association**, September 1996-June 1999

- Conducted orientation programs and organized events for Construction Engineering students as head of Public Relations
- Handled all organization aspects of the Honors Assembly
- Designed a brochure for the Construction Engineering Unit of AUC

**SKILLS**

- **Computer:** Excellent knowledge of IBM operating systems, MS Office, AutoCAD 14, and Primavera.
- **Language:** Fluent in spoken and written Arabic and English

If your military status is not clear exclude it from your resume. Do not include a personal data section if you are applying for Europe, USA or Canada for reasons related to equal opportunity employer regulations.

**PERSONAL DATA**

Date of birth : June 23, 1977  
Place of birth : Cairo, Egypt  
Nationality : Egyptian

**REFERENCES FURNISHED UPON REQUEST**

**HOSSAM MOHAMED**

4, St. 216, Degla, Maadi, Cairo, Egypt  
 Tel: 355-5555 (Home) 999-9999 (Message) 010-888-8888 (Mobile)  
 Email: mo@hotmail.com

It is advisable to leave a phone number where a message can be left for you. Make sure that your answering machine, if any, has a professional recorded message.

**OBJECTIVE** A challenging opportunity in oil field industry, where my technical, analytical, organisation and communication skills would be employed and further enhanced

**EDUCATION** **Bachelor of Science**, The American University in Cairo, Cairo, Egypt, 2000  
 Major : Mechanical Engineering  
 Minor : Economics  
 GPA : 3.45/4.0

**Thanawiya Amma**, Victoria College, Cairo, Egypt, 1993  
 Science section, score: 97.5%

**CAREER RELATED EXPERIENCE** **Trainee**, Engineering for the Petroleum and Process Industries (Enppi), Cairo, Egypt, 1998

- Trained in the mechanical and piping departments
- Drilled on reading plot plans and project drawings of projects in progress
- Introduced to practical design processes of the company using international design codes
- Submitted progress reports on the training experience

**EXTRACURRICULAR ACTIVITIES** **Cairo International Model United Nations (CIMUN)**, Cairo, Egypt  
**Member**, Publications Committee, 1998

- Solicited offers for the conference publications from various local print shops
- Assisted in the design of the conference publications: posters, brochures, invitations, etc.

There is no standard format for your resume, choose the style you like better. Notice the use of action verbs in all sections of the resume.

**Delegate of Paraguay**, Development Committee, 1997

- Discussed the issues of Environmental Standards and Poverty in LDC's and Africa
- Contributed to the final report issued by the committee

**The Lebanese Cedar Club**, Cairo, Egypt, 1994-1995  
**Member**, Lebanese Dabka Troupe

- Participated in live dabka performances
- Assisted in organising stands and food festivals for the club
- Assisted in excursions and outings planning

**SKILLS** **Computer Skills:** Knowledge of MS Word, Excel, MATLAB, FORTRAN 77  
**Language Skills:** Fluent in Arabic and English

Don't place something that you just heard of and do not really know it. You might be asked about it in the job interview.

**PERSONAL DATA** Date of Birth : July 16 1975  
 Place of Birth : Cairo, Egypt  
 Nationality : Egyptian

**REFERENCES FURNISHED UPON REQUEST**

**ZAHER ALSHERIF**

20, Laselki Street, New Maadi, Cairo, Egypt • Tel: (202) 555-5554

**OBJECTIVE**

A career in the field of software developing and programming, where my programming and hardware design skills may be applied and further developed

**EDUCATION**

**Bachelor of Science**, Computer Science, the American University in Cairo (AUC), Egypt, expected to graduate January 2000

Minor: Business Administration

GPA: 3.25/4.00

Coursework included: File Structure & Organization Techniques, Hardware Design & Implementation, Database Fundamentals & Programming Languages Training (Pascal, Delphi, C, C++, Oracle, Assembly)

Include coursework that is directly related to your job objective. Do not list course numbers or include unrelated coursework.

**Thanaweya Amma**, Manor House School, Cairo, Egypt, June 1995

**BACKGROUND SUMMARY****Programming Skills**

Designed and implemented a business-related database that records and keeps track of all transactions concerning one or several agricultural lands  
 Designed and implemented a file organizer program that organizes files on a computer using bubble, sequential or quick sort according to user's wish  
 Developed perfect knowledge of Pascal and Delphi programming languages, and a reasonable knowledge of C, C++, Oracle, Assembly languages and Microsoft Access through extensive academic training

**Hardware Design Skills**

Designed & implemented a basic computer, including the design and implementation of the whole control unit & ALU  
 Trained extensively on hardware design (registers, bus, interrupts) and Assembly language through specialized courses

**Technical Skills**

Assembled and disassembled computers  
 Installed hardware components and software programs  
 Developed a quick understanding new software due to familiarity with computers  
 Developed efficient internet-search skills through extensive exposure and use.

Group skills under functional areas related to the job objective. This resume focuses of your functional skills with less emphasis on the internships or extracurricular activities.

**Communication Skills**

Represented and negotiated on the behalf of Chile in the Int'l Labor Organization Council in a Model UN conference  
 Lobbied for and served as a major contributor to the final recommendation of the council  
 Interacted with a diverse group of local and international delegates  
 Trained on the techniques of raising funds for an international student conference  
 Successfully contributed to raising funds from the business community for an international student conference  
 Effectively participated in a variety of academic group projects

**Language Skills**

Fluent in spoken and written English and Arabic.

List activities with no details of accomplishment under them.

**EXTRACURRICULAR ACTIVITIES**

**Delegate**, Cairo Int'l Model United Nations (CIMUN), AUC, Cairo, Egypt Spring 99

**Member**, Fundraising Committee, Cairo Int'l Model Arab League (CIMAL), AUC Cairo Egypt 1999

**PERSONAL DATA**

Date of Birth : June 4, 1979

Nationality : Egyptian

Military Status : Exempted

**REFERENCES FURNISHED UPON REQUEST**

## **MOHAMED ZAKI**

555, Syria St. Mohandessin, Cairo, Egypt  
Tel: 678-9999 • Email: Zakim@hotmail.com

---

### **OBJECTIVE**

A competitive opportunity to write for an established and well-reputed magazine or newspaper, where my educational background and extensive training will be of use.

The objective focuses the resume and the reader. It give a tune for your resume.

### **EDUCATION**

**Bachelor of Arts**, the American University in Cairo, (AUC), Egypt January 2000

- Major : Journalism & Mass Communication
- Double Sequence: Journalism & Photographic Journalism
- Minor : English & Comparative Literature
- GPA : 3.54/4.0

**International Baccalaureate (IB)**, British International School, Cairo, Egypt, 1994

### **CAREER-RELATED EXPERIENCE**

**Freelance Features Reporter**, Egypt Today, 1997-present

- Wrote numerous feature articles published in one of the most prominent English language publications
- Conducted extensive research on a variety of topics, including interviewing individuals of various backgrounds
- Worked closely with the magazine's editing team in editing articles by several contributors
- Successfully tackled a variety of controversial topics in writing

**Reporter**, Caravan Weekly, AUC, 1995-1997

- Reported on the various activities of the Student Union for the campus newspaper
- Contributed extensive photographic content to the newspaper
- Assisted in assigning stories to junior reporters and editing their work

Career-related experience is all supportive of the above job objective.

**Intern**, Cairo Times, Summer 1996

- Rotated in the newspaper's various departments to gain exposure to the different functions
- Worked as part of a 3-member reporting team, to cover political events
- Introduced to the paper's complete archiving system and assigned the responsibility of its maintenance
- Assisted in interviewing several prominent figures for various articles
- Contributed to editing articles by staff writers

Bullet format works well to draw attention to action verbs.

### **EXTRACURRICULAR ACTIVITIES**

**Director**, Historical Council, Cairo Int'l Model United Nations, (CIMUN), AUC, 1998

- Worked as part of 3-member team to train and administer the council
- Trained on the policies and procedures of the UN.
- Efficiently trained a council of 30 delegates on rules of diplomatic conduct, resolution writing, negotiation & lobbying
- Contributed to writing the council's background papers for publication in the conference handbook
- Conducted extensive research on the policies of all countries represented in the council to be able to effectively direct the delegates throughout the course of the conference
- Interacted extensively with all foreign delegations attending the conference

### **SKILLS**

**Computer** : Proficient user of MS Office, PageMaker, QuarkXpress, and PhotoShop  
**Language** : Fluent in Arabic & English. Good knowledge of German

### **PERSONAL DATA**

Date & Place of Birth : June 1, 1975, Cairo, Egypt  
Nationality : Egyptian  
Military Status : Exempted

**REFERENCES FURNISHED UPON REQUEST**

**SHERINE MOHAMED**

5,Rd. 200, Maadi,  
Cairo, Egypt  
Tel: 555-5555 (Home), 012-333-3333 (Mobile)  
Email: [shery@hotmail.com](mailto:shery@hotmail.com)

Make sure that your address, telephone and email are right. If you put your e-mail address, check it on regular basis.

**CAREER OBJECTIVE**

Pursuing a career in TV Production, where I can draw upon and further enhance my experience, creative and interpersonal skills and academic background.

**EDUCATION**

**Bachelor of Arts**, the American University in Cairo, June 2000

- Major : Theater
- Minor : Journalism & Mass Communication
- Coursework included : Introduction to Film, Foundations of Design & Color, Introduction to Photography, Introduction to Technical Theatre Practices & Design, Directing

**Int'l General Certificate of Secondary Education**, Manor House School, 1994

**BACKGROUND SUMMARY****PRODUCTION MANAGEMENT**

- Handled the responsibility of producing several on-campus plays
- Attended several post production meetings as an intern with a production company
- Exposed to the workings of selecting assistant producers and cameramen
- Worked as part of the production team for several news stories with the Adham Center for television journalism
- Assisted in the production of several live television shows as an intern with a satellite channel

**COMMUNICATION SKILLS**

- Worked as part of a team on a variety of theater and television productions
- Coordinated between different working groups on a number of theatre productions
- Interacted in a professional manner on a daily basis with top producers and cameramen as part of an internship

**LEADERSHIP AND ORGANIZATION**

- Lead and motivated numerous crews ranging from 6-12 members during theater productions at AUC
- Organized an effective schedule to ensure timely execution of all production-related work
- Headed a group of 3 production interns while training with a production house

**CAREER-RELATED EXPERIENCE**

**Production Trainee**, Final Cut Production, Summer 1999

**Student Assistant**, Adham Center for Television Journalism, AUC, 1997-1998

**Production Trainee**, Arab Radio & Television (ART), Summer 1997

**SKILLS**

**Computer** : Proficient user of MS Office, Adobe Photoshop, Corel Draw and other graphic design packages

**Language** : Fluent in Arabic & English. Good knowledge of French

Skills acquired through summer jobs, on-campus work, or extracurricular activities are grouped under relevant headings supporting the career objective.

**PERSONAL DATA**

Date of birth : December 1, 1977

Nationality : Egyptian

**REFERENCES FURNISHED UPON REQUEST**

**Christine Little**

888 Kattameya Avenue,  
New Cairo 4444, Egypt  
Tel.: 666-6666 (Home), 010-999-9999 (Mobile)  
Email: [Little@net.com](mailto:Little@net.com)

<b>OBJECTIVE</b>	A dynamic position in the field Analytical Chemistry with a reputable organization with an opportunity for growth and advancement.	
<b>EDUCATION</b>	The American University in Cairo (AUC), <b>Bachelor of Science (B.Sc.), Chemistry</b> , June 2000	
<b>RELEVANT COURSES</b>	<ul style="list-style-type: none"> <li>• Chemical Process Analysis</li> <li>• Atomic Absorption</li> <li>• Process Fluid Mechanics</li> <li>• Air Pollutant Emissions &amp; Control</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Biotechnology</li> <li>• Chemical Kinetics</li> <li>• Separation Processes</li> <li>• Heat and Mass Transfer</li> </ul> <p>Listing coursework is helpful in re-enforcing interest in the subject area indicated in the career objective.</p>
<b>SKILLS</b>	<p><b>Lab Equipment:</b> Atomic Absorption Spectroscopy, Gas Chromatography, Supercritical Fluid Extraction, and Ion Chromatography</p> <p><b>Computer:</b> MS-DOS/Windows and Macintosh applications including Microsoft Office, WordPerfect, and Mathcard</p> <p><b>Language:</b> Perfect command of English, Arabic and French</p> <p><b>Other:</b> Strong analytical and problem-solving techniques, excellent communication skills, and capable of working successfully with both groups and independently</p>	<p>Excellent way to point out non-technical strengths</p>
<b>RELATED EXPERIENCE</b>	<p>Environment Conservation Center, <b>Management Intern</b>, Summer 1999</p> <ul style="list-style-type: none"> <li>• Assessed water pollution sources in the vegetable creek watershed using physical parameter and surface water chemistry measurement</li> <li>• Developed a water quality monitoring plan, applying environmental regulatory compliance and urban creek restoration methodologies</li> <li>• Prepared a written report documenting assessment</li> <li>• Attended Environment, Health and Safety (EH&amp;S) project management and implementation meetings</li> </ul> <p>The American University in Cairo (AUC), Chemistry Department <b>Instrument Technician, Environmental Chemistry Lab</b>, Fall 1999</p> <ul style="list-style-type: none"> <li>• Trained to use: Perkin-Elmer 3100 atomic absorption spectrometer, Dionex, Basic Ion Chromatography Module DX-300 series, Chromatography, and Hewlett-Packard 7680T SFE Module</li> <li>• Demonstrated and explained above instruments to students</li> <li>• Prepared laboratory demonstrations and chemical standards</li> <li>• Performed extensive library research</li> <li>• Obtained and analyzed water and soil field samples</li> </ul>	
<b>OTHER EXPERIENCE</b>	<p>The American University in Cairo, <b>Student Assistant</b>, Rare Books Library, Fall 1997 – Fall 1998 <b>Assistant</b>, Development Office, Fall 1996 – Fall 1997</p> <p>If you have enough experience supporting your objective, don't waste paper space in detailing out non-relevant experience or extracurricular activities, unless they are major.</p>	
<b>PERSONAL DATA</b>	<p>Date of Birth : January 1, 1978 Place of Birth : Paris, France Nationality : Egyptian/French</p>	

**REFERENCES FURNISHED UPON REQUEST**

**ALLISON BROWN**

888 Obour Buildings, Salah Salem Road,  
Heliopolis, Cairo 11341, Egypt  
Tel: 999-9999 (Home) 012-999-9999 (Mobile)  
Email: [AB@thenet.com](mailto:AB@thenet.com)

**OBJECTIVE**

A challenging career in the field of development with a non-governmental organization or a foreign funded project, where my academic background, training experience and communication skills can be applied and further enhanced

Very clear career objective

**EDUCATION**

**Bachelor of Arts**, The American University in Cairo (AUC), Cairo, Egypt, June 2000

- Major : Political Science
- Specialization: International Development
- GPA : 3.7/4.0
- Double Minor: Development Studies and Economics

**High School Diploma**, Cairo American College (CAC), Cairo, Egypt, 1996

**BACKGROUND SUMMARY****Planning and Organization Skills**

- Set a complete financial plan for an on-campus international conference
- Conceptualized and planned for the re-launch of the Political Science Association (PSA) on-campus
- Planned a fundraising campaign for the Anti-Cancer Team
- Created and maintained a filing system for a project handled by an NGO
- Assisted in the planning and initiation of a micro-credit system by a local NGO for a small community in Mokattam
- Succeeded in raising over L.E. 50,000 for an international conference

Good use of number and action verbs.

**Communication and Interpersonal Skills**

- Wrote numerous reports and proposals regarding donor activities and potential projects
- Coordinated with local and international media for coverage of conferences, events and activities
- Served on several graduate and undergraduate committees representing and defending various academic issues
- Moderated and channelled discussions during various meetings and seminars
- Attended to the inquiries and requests of different constituents
- Widened the base of entities represented in conferences through a well planned and targeted campaign
- Met with and convinced leading businessmen in the country to finance and international conference

**Leadership Skills**

- Headed a 6-member fundraising committee of an international conference
- Led a group of 4 interns in developing a full-fledged proposal for a development project
- Took the initiative of reviving a student organization

**Computer and Language Skills**

- Proficient user of MS Office applications. Excellent knowledge of the Internet
- Fluent in spoken and written Arabic and English
- Fair knowledge of French and Spanish

**CAREER RELATED EXPERIENCE**

**Development Intern**, Community and Institutional Development (CID), Cairo, Summer 1999  
**Intern**, Cooperation of Assistance and Relief Everywhere (CARE), Summer 1998

**EXTRACURRICULAR ACTIVITIES**

**President**, Political Science Association (PSA), AUC, 1999  
**Fundraising Head**, Cairo Int'l Model United Nations (CIMUN), AUC, 1998  
**Fundraising Head**, Anti-Cancer Team for Children, AUC, 1997-1998

Listing activities and experience in reverse chronological order with no details.

**REFERENCES FURNISHED UPON REQUEST**

## SARAH ISKANDER

Mailing Address : 1000 Corniche El Nil, Maadi, Cairo 9998, Egypt  
Telephone : (00-202) 555-5555 Home (00-2012) 777-7777 Mobile  
Internet : [Sarah\\_I@thenet.com](mailto:Sarah_I@thenet.com)

---

### EDUCATION

June 2000 The American University in Cairo (AUC)  
**Bachelor of Arts**, Psychology  
Minor: Economics GPA: 3.75/4.0

If you decide to skip the career objective section, make sure to accompany your resume with a cover letter explaining to the employer you are of interest. Employers don't have the time to figure out what you want.

### EXPERIENCE

May 99 – Sept. 99 Intercapital Securities  
**Research Intern**, Investments Department  
Assisted the Vice President with portfolio management and tracking. Created portfolio models using fundamental analysis for medium and long-range investing. Researched equities and securities. Performed business risk analysis identifying key environmental, competitive, customer, and cost risk factors. Analyzed client portfolios and suggested portfolio improvements

Sept. 98 – Mar. 99 The American University in Cairo  
**Campaign Representative**, Development Office  
Used skills of rapport, negotiation and persuasion to raise over L.E. 80,000 for various AUC annual campaigns: CAL Annual Fund, Alumni Fund, and New Campus. Recommended calling strategies and worked with other fundraisers to achieve and exceed goals. Processed and delivered pledge cards.

Notice the use of number to quantify results and accomplishments.

May 97 – Sept. 98 The American University in Cairo  
**Research Assistant**, Psychology Department  
Worked on a research project related to youth (ages 10-15) psychological development in Zabaleen village. Analyzed, researched and solved problems derived from raw experimental data. Planned, organized and assumed long and short term research projects. Created progress reports and maintained sufficient records. Contributed ideas in cutting edge research presented by various professors.

May 96 – Sept. 97 The American University in Cairo  
**Summer School Supervisor**, Center of Adult and Continuing Education (CACE)  
Researched and identified key opportunity areas for learning improvement such as word recognition and coordination. Designed and implemented innovative educational programs, including Nature and Animal Week for 20 students between the ages of two to five. Received widespread recognition from staff and parents.

### EXTRACURRICULAR ACTIVITIES

Sept. 98 – June 99 The American University in Cairo  
**President**, Psychology Club, Student Union  
Sept. 97 – May 98 **Counselor**, Anti-Cancer Team for Children (ACT)  
Sept. 96 – May 97 **Member**, Volunteers in Action (VIA)

No need to expand on activities, experience is already strong enough on its own.

### HONORS AND AWARDS

Spring 98 – Spring 99 Dean's Honor List  
Fall 98 Student Union Award Recipient  
Fall 97 Psychology Department Award Recipient

You can either include the honors and awards section with Education, if they are all academically related or you can have a separate section depending on you case.

### SKILLS

Computer : Proficient in MS Office, Lotus Notes, Corel Quattro Pro  
Platforms : DOS, Windows, Windows NT, and Mac OS  
Languages: Fluent in Arabic, English and French

### REFERENCES FURNISHED UPON REQUEST



**JOHN ZAHRAN**

9999 Gameat El Dowal El Arabia Street,  
Mohandessin, Giza 1111, Egypt  
(00-202) 999-9999 Home (00-2010) 999-9999 Mobile

If applying outside Egypt, make sure to include country code and area code in your telephone number.

**EDUCATION**

June 2000

The American University in Cairo (AUC), Cairo, Egypt  
 • Earned Bachelor of Arts (BA), GPA: 3.85  
 • Double Major: Business Administration and Psychology  
 • Test Score: GMAT: 750; TEFL: 680; SAT: 680 English – Math: 720  
 • Dean's honors list

Include GPA, test scores and honors. Academics are extremely important for consulting firms.

**EXPERIENCE**

May 99 – Sept. 99

Social Fund for Development ((SFD), Cairo, Egypt  
**Associate Consultant Intern**, Privatization Division  
 Worked on a corporate strategy privatization case for an industry leading company. Developed and managed extensive analysis database. Created effective presentation slides of results. Investigated capabilities of various behaviors and market research firms to assist in identifying lead consumer groups. Conducted various phone interviews with executive and directors of trade associations, university and government programs.

Bullet format is better if your paragraph exceeds 5 lines.

Sept. 98 – April 99

The American University in Cairo, Cairo, Egypt  
**Researcher, Psychology** Department  
 Researched the effect of modern manufacturing practices and technology on employees' behavior. Formed hypotheses, developed research methodology, and conducted questionnaires. Measured results of tests to prove hypotheses and draw relevant conclusions. Acted as a research team member at large; assisted others in research as needed.

May 97 – Sept. 97

Cooperation of Assistance and Relief Everywhere, Cairo, Egypt  
**Assistant Project Officer**, Growth in Small and Micro Enterprise (GSME) Project  
 Coordinated projects' development with over 35 community organizations. Acted as a liaison between governmental agencies and project participants. Developed plans and monitored their implementation in the governorate of Fayoum; under the guidance of the Project Manager. Monitored disbursement of loan capital; collected and analyzed monthly loan data.

**ACTIVITIES**

Sept. 97 – Sept. 98

The American University in Cairo, Cairo, Egypt  
**Secretary General** 9<sup>th</sup> Cairo Int'l Model United Nations (CIMUN)  
 Spearheaded a team of 90 people composing both the organizing committee and secretariat. Planned, organized and executed the conference plan for 450 international students. Trained CIMUN Staff on different skills including public relations, presentation, leadership and organizational skills. Supervised and executed conference logistics including finance, public relations, publications, fund-raising, newsletter, reception, and human resources

University activities show balance, leadership and initiative.

Sept. 96 – June 97

The American University in Cairo, Cairo, Egypt  
**President**, Commission on Status of Women, 8<sup>th</sup> CIMUN  
 Moderated debate within a council of 96 delegates. Trained delegates on negotiation skills, policy formation, and resolution writing. Worked with 3 team members for 9 months to help prepare council background information, rules of procedure and conference organization

Employ numbers to quantify accomplishments

**LANGUAGE SKILLS**

Fluent in Arabic, English and French. Good knowledge of Spanish.

**COMPUTER SKILLS**

IBM compatible systems and Apple Macintosh OS. Skilled in the usage of Microsoft Office, Netscape, and Lotus Notes.

**HOBBIES & TRAVEL**

Avid golfer and tennis player  
 Traveled and stayed for over a month in: Egypt, United Arab Emirates (UAE), Lebanon, Morocco, United States of America (USA), Canada, United Kingdom (UK), Belgium, France, and Netherlands.