

PERSONAL INFORMATION



Maryam Barka

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Sex Female | Date of birth 23/08/1994 | Nationality Egyptian, Italian

PERSONAL STATEMENT

A graduate with strong communication and organisational skills gained in teaching, solve the problem of students

WORK EXPERIENCE

23/05/2017–Present

College / university teaching professional

Faculty of Arts, italian department, Helwan university
Ain Helwan District, Cairo (Egypt)
<http://www.helwan.edu.eg/Arabic/>

- Teaching italian language as a first, and second language.
- Teaching human right coruse.
- Help studients in their researches and courses.
- Work the adminstrative work for the department
- lam the general secretary of the depatment library

Business or sector Education

10/10/2016–03/03/2017

customer service

Convergys company, account Amazon, 6 october (Egypt)

- Resolve all the client problems
- The work is by the italian language, then praticate italian language
- Experience in this field of customer service

30/05/2015–29/12/2015

Italian language teacher

CDC career development center, Cairo (Egypt)

- Teaching italian language as a foreign european language
- Praticate teaching skills

Business or sector Education

EDUCATION AND TRAINING

15/09/2012–30/05/2016

Certificate in Faculty of Arts, italian department

Helwan University, Cairo (Egypt)

- I was the premier of the university
- Honored by the president of the state
- Do many researches when i was student

c1

15/09/2009–28/06/2012

Cetificate of secondry school

Safia Zaghloul secondry school for girls, Helwan (Egypt)

95 %

- Studied many material such as mathematics, physics, chemistry, arabic language, biology, english language
- I was in the scientific department

13/09/2006–26/06/2009 **Certificate in Media school** EQF level 8
 Scuola Statale di Cairoli, Milan (Italy)

15/09/2001–28/06/2006 **Certificate in Primary school** EQF level 8
 Scuola De Nicola, Milan (Italy)

16/09/2015–28/06/2016 **Training on project Managing** EQF level 8
 Ex-project Student activity
 Cairo university, Cairo (Egypt)
 -Studying all think of the projects , for example how to do model plan, business model, how to administrate a project

05/06/2014–29/08/2014 **Traning as a puplic relation member** good level
 Islami Reliefe Italia, Milan (Italy)
 - this training help me to communicate with many people with help me then to communicate with students
 - Gained a big experience by ushering and other activites in the community
 - Help me to be cooperate, to work in big teams, to travel everywhere

25/09/2013–Present **Take part of a student activity** Deputy Chief
 Masryano
 Helwan university, Faculty of Aarts, italian department, Cairo (Egypt)
 - initalize when i was in the second year in the college, i partecipate as a general secretary of magazines committe.
 - the year after i was moved to cooking committee, i was a chef that teach student how to do the italian food
 - Now iam a teaching assistant in the college and the deputy chief of the student activity i help all the member and supervise they.

PERSONAL SKILLS

Mother tongue(s) Arabic, Italian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	A2	A2	B2
French	A1	A1	A1	A1	A1
Spanish	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills - Good communication skills gained it by the precising with different students
 - Excellent presentatiob skills gained it by teaching the italian language

Organisational / managerial skills -Leadership when i was student
 - Good organisational skills throw working in the italian department

- Good teaching skills

Job-related skills

- Sistemate the library of department as am the general secretary
- Work on quality and reliability for the departent

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

ECDL

- Good command of office suite (word, pdf, power point, excell, access)

ADDITIONAL INFORMATION

Courses

- Communication skills
- Presentation skills
- Soft skills
- Intevievw skills
- TOT training of trainer
- Team builging
- Time managment
- Course for teaching the italian language

Certifications

- Publication two articles on an italian journal called I progresso imparziale.
- Translate 5 units in an italian book.
- partecipate at a conference in the Alsun faculty, Ain Shams university.
- Partecipate at a competion called Dante al telefono at the italian institute of culture.
- Certificato of honor for be the firt of the faculty, from the faculty
- Certificate of horor to be the premier of the university, from the president Abdel Fattah El Sisi.