

Aida Nour El Din Gholam

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Address: Villa 23/A, Les Rois Compound, New Cairo.

Education:

- Diploma in applied translation , *Ain shams university – 2012 .*
 - Bachelor’s Degree in “Immediate interpretation” , *Cairo University - 2010 .*
 - Bachelor’s degree in “Philosophy”, *Ain Shams University - 1991.*
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Work Experience:

- ❖ **Roots International School** (Aug 2017 – October 2023)
Nursery Manager :
 - Overseeing and improving the daily functions of the nursery.
 - Hiring and training nursery staff.
 - Creating staff work rosters and delegating duties.
 - Planning the overall budget and staff headcounts counts semi-annual .
 - Responsible for the weekly reports submissions for the upper management level .
 - Responding to parents requests and assisting the nursery staff.

- ❖ **Horus Language School** (2006 – 2007)
KG Headmistress

- ❖ **The International Language Center** (2005 – 2006)
Free Lance Teacher “Sharm El Sheik”

- ❖ **The Modern School of Egypt 2000** (Sep. 2004 – Aug 2005)
English School KG Headmistress

- ❖ **Green Heights Language School** (Jan. 2004 – Aug 2004)
School’s Coordinator

- ❖ **Roots Nursery** (2000 – 2003)
Nursery’s Manager

- ❖ **Egyptian Language school (ELS)** (1998 – 2000)
School’s Coordinator

- ❖ **Horus Language School** (1995 – 1997)
KG2 Teacher

Certifications:

- Certificate of attendance – 3 days Business Coaching Seminar - **The international coaching Academy**
 - Educational psychology course – Certificate of achievement –**Notting Hill College UK** (online)
 - **ICF** Certified Parenting coach – Intellect Egypt / 170 Credit Hours
 - Professional Certified Trainer – AUC “ **American University in Cairo**”
 - Diploma in TEFL “ Teaching English as a foreign language” , Cambridge Training College London .
 - Comprehensive Training in “ Justice is the Key of Leadership Course” – MERL Association for training
 - International Management Diploma – Inovativity Incorporated USA
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Skills

- Fluency in both written and spoken English and Arabic.
- Excellent user of Microsoft Office.
- Excellent organizational, analytical, presentation and communication skills.
- Able to handle stressful situations.
- Proven ability to interact with a diverse set of people.
- Excellent Managerial Skills

***References Furnished upon request**