

Nesma Tarek



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Languages

Arabic – Native
English – Fluent
French – Intermediate
Spanish – Beginner

Hobbies

- Writing
- Reading
- Photography
- Playing Piano

Summary

Experienced Administrative Assistant with a bachelor's degree focused in Political Science from the British University in Egypt & London South Bank University.

Skill Highlights

- Analytical skills.
- Research.
- Problem-solving.
- Management.
- Teaching.
- Public relations.
- Public speaking.
- Radio broadcasting.
- Negotiations.

Experience

- ❖ Postgraduate student in Political Science at the British University in Egypt.
- ❖ Working as an Administrative Assistant at the British University in Egypt. (Since 2019 till Now)
- ❖ Published my paper about "**The Russian Foreign Policy Towards Syria after the Arab Spring**" at the Open Access Library Journal. (October 2021).
- ❖ Attended "**Egypt and the V4 Ambassadors**" talk at the British University in Egypt.
- ❖ Attended "**The Global Forum for Higher Education and Scientific Research**". (2021)
- ❖ Attended the second round of the Political Science Conference Model at the British university in Egypt. (2021)
- ❖ Attended EURACTIV Virtual Conference "**What can the US learn from each other to accelerate climate action**" (2021).
- ❖ Attended an online conference about "**A Green Deal for the globe: European Union External Action and the international Just Transition**". (2021)
- ❖ Attended "**Horizon Europ Regional Workshop**". (2021)
- ❖ Attended an online conference "**Conference on Transboundary Water in IR**" by Eötvös Loránd University. (2021)
- ❖ Attended a certified Staff Development Training at the British University in Egypt on the following topics (2021):
 - **Critical Thinking and Problem-Solving.**
 - **Coping with change in the workplace.**
 - **Stress management.**
 - **How to become more professional in the workplace.**

- ❖ Attended a certified Staff Development Training at the British University in Egypt on the following topics (2020):
 - **Negotiation Skills.**
 - **Conflict Resolution.**
 - **Emotional Intelligence at work.**
- ❖ Completed and attended online courses and seminars in the political science field:
 - Completed a certified online course via Coursera in “**Russian History: from Lenin to Putin**” (2020)
 - Completed a certified online course via Coursera in “**Global Diplomacy- Diplomacy in Modern World**” (2020)
- ❖ Attended a Certified online seminar provided by the Political Science Department at BUE in “**Covid-19 and the world: A turning point in the evolution of international political and economic relations**” delivered by Prof. Sally Khalifa Isaac. (2020)
- ❖ Attended a Certified online seminar provided by Political Science Department at BUE in “**The impact of Covid-19 on the Next American Presidential Elections**” delivered by Prof. Gamal Zahran. (2020)

- ❖ Presented my own Radio Program on Spreaker Radio. (2020)
- ❖ Student at the French Institution since 2015 till Now (Level 10/ B1).
- ❖ Worked as an Editor and Script Writer at Al-Kahera w El-Nas. (2019)
- ❖ President at Cairo International Model of Arab League (CIMAL). (2019)
- ❖ Participated at Presidential events and conferences:
 - **The Science Feast. (2019)**
 - **National Youth Conference. (2019)**
 - **The Iftar of the Egyptian family. (2019)**
 - **The Global Forum for Higher Education and Scientific Research. (2019)**

- ❖ Presenter at BUE Radio. (2019)
- ❖ Attended and completed “**IELTS Preparation Course**” at the British Council. (2019)
- ❖ Secretariat at the Model of the Arab League at the British University in Egypt.(2019)
- ❖ Trainee at “**The qualifying program for the integrated simulation model of the League of Arab States**”.(2019)

- ❖ Head of Public relations at the African Club at the British University. (2018)
- ❖ Trainee at Pronto FM. (2018)
- ❖ Class Assistant at CCCS at the British University in Egypt.(2018)
- ❖ Participant at the closing ceremony of the Egyptian elections of 2018.
- ❖ Participant at Al Abakra TV Show for universities season one and two. (2018)

- ❖ Attended and Completed “**Supply Chain management Workshop**” provided by CCCS at the British University in Egypt. (2017)
- ❖ Secretariat at Cairo international model of Arab league at the American University in Cairo.(2017)
- ❖ Delegate at Model of Arab League Organization at the British University in Egypt.(2017)
- ❖ Head of Public Relations at multicultural club at the British university in Egypt.(2017)
- ❖ Organizing and logistics member at SPWLA at the British University in Egypt.(2016)
- ❖ Public Relations member at political science association at the British University in Egypt.(2016)
- ❖ Trainee at “**Al-Ahram Center for Political & Strategic Studies**”.(2016)

Education



❖ Bachelor degree in political science

British University in Egypt (2015/2019)

❖ Secondary School

Thanawya Amma (2015)

Qualifications

- Hardworking, fast, team player, multi-tasked, and dependable.
- Competent at managing responsibilities in a high-volume atmosphere.
- Skilled at interacting with customers of all socioeconomic backgrounds.
- Hard worker, quick learner, and ability to assume responsibility
- Responsible, efficient, and flexible.
- Strong skills in organizing workflow, ideas, materials, people.
- Responsible, dependable, punctual; take pride in work.
- Proficient in the use of computers.
- Skilled in handling the public with diplomacy and professionalism.
- Excellent hand and eye coordination and a safe work record.
- Proven ability to gain customers' confidence and trust.
- Resourceful in solving problems and maximizing resources.
- Demonstrated ability to adapt to new equipment & technology.
- Ability to adapt to any environment and gain the required knowledge in a short time.

Computer Skills

- Operating System: Windows XP, 7 versions, 8 versions, and 10 versions.
- Programs: Ms. Office (Word, Powerpoint & Excel) and SPSS.
- Internet Skills.