

## Curriculum Vitae



### Personal Data

**Name** Amira Mohamed Reda Mahmoud Shahereldin Mohamed  
**Date of birth** July, 22<sup>nd</sup>, 1980  
**Address** El-Nasr St., In front of Green Plaza, Smouha Top House Towers,  
Smouha, Alexandria, Egypt.  
**Nationality** Egyptian  
**Marital Status** Single  
**Contact No.** Cell: 01066623993  
**E-mail address** [amira\\_shaher@hotmail.com](mailto:amira_shaher@hotmail.com)  
[shaheramira@gmail.com](mailto:shaheramira@gmail.com)

### Current Job

- ESP Practitioner at AAST&MT (**13 years of experience**)
- Certified Speaking Examiner and Writing for IELTS exams (starting June 2015 – present)
- Certified Clerical Marker and Invigilator for IELTS exams (starting April 2013 – July 2015)
- ISO Supervisor of ILS and CLC.
- Course Coordinator

### Specification:

- Teaching ESP courses at Arab Academy for Science, Technology and Maritime Transport (AAST&MT) in different colleges: Colleges of Engineering, Business Administration (English and Arabic sections), Hotels and Tourism, and Maritime Transport (Nautical and Marine Engineering departments). In addition, teaching nautical-oriented English courses at Port Training Institute to engineers and others of different professions to enhance their English Language proficiency. (From September 2002 – present)
- Teaching conversation classes in College of Language and Communication (CLC), AAST, Miami Campus. (Fall 2012)
- Teaching Victorian and Modern poetry in College of Language and Communication (CLC), AAST, Miami Campus (Spring 2014 - present)
- Teaching students with special needs in the College of Business. (Spring 2014)
- Teaching Modern Drama in College of Language and Communication (CLC), AAST, Miami Campus (Summer 2015)

- Academic Advisor for Postgraduate Programs in Applied Linguistics, Joint degree between AAST and Faculty of Arts, Alexandria University. (Fall 2013 – September 2014)

### **Education (Certificates and Courses)**

- Postgraduate studies

- ❖ Enrolled in MA programme in Literature, English Department, Faculty of Arts, University of Alexandria, Egypt.
- ❖ Postgraduate Diploma in Applied Linguistics, Institute of Applied Linguistics and Translation, Applied Linguistics section, Faculty of Arts, University of Alexandria, Egypt  
Grade: Very good. November 2008.

- College

BA from Alexandria University, Faculty of Arts, Department of English, Literature section (May 2002)

- High school attended

English Language School: El-Nasr Girl's College, E.G.C.

- Translation courses

Beginners and Intermediate certificates, Faculty of Arts, Translation and Language section, University of Alexandria (Summer 2001)

- Computer courses

University of Alexandria, Faculty of Commerce, Computer department  
Specification: Microsoft office certificate (Summer 2001)

- French courses

Centre Cultural Français, Alexandria. Grade: 3.

### **Achievements**

- Participated in the preparation and the workshops of **IMEC22** held in Alexandria, Egypt at the Sheraton Hotel, from 28<sup>th</sup> October till 1<sup>st</sup> November, 2010.
- Participated in the **Regional Training Course for Maritime English Instructors** held in Alexandria, Egypt, from 10 to 19 May 2009 jointly organized by the International Maritime Organization and the Government of Egypt. Representatives of six different countries joined the course: Tunisia, Algeria, Jordan, Syria, Morocco and Egypt.  
The course is to assist maritime training institutes and their teaching staff in organizing and introducing new training courses and in enhancing, updating, or supplementing existing training material where the quality and effectiveness of the training courses may thereby be improved. Accordingly, it presents instructors with the knowledge and skills which both will be transferred to those being trained through IMO model course material.
- Participated in the **preparation and the discussions of a video-conference series of seminars with the American University in Cairo entitled Language Education Policy and Planning (LEPP)**. Feb 2005 – May 2005.  
My duties as one of the administration staff included:
  - Preparing name tags for all organizers and guests and preparing bags, notebooks and other stationary to be handed to participants on the first day.
  - Preparing and photocopying handbooks to be handed to guests at the beginning of every day session of the seminars.
  - Hosting guests and handing them the materials of the seminar.

## **Work Experience**

- Teaching

- EFL at Alumni Union, AAST Sep 2011 - present
- EFL at The Egyptian American Cultural Center; Notting Hill and Linguaphone programs. June 2010 – August 2011
- EFL at Port Training Institute (PTI), October 2009 - present
- EFL during the **summer school courses** through the Center for Adult and Continuing Education (C.A.C.E.) in collaboration with the American University in Cairo, AUC, **for high school students** who were both language and Arabic school students. The course integrated the English language with different interesting and recreational activities in order to improve their English language proficiency in an interesting and stress-free atmosphere. June 2002- present
- As a part-time teacher at C.A.C.E. Teaching **General English Language for adults** of different proficiency levels. Feb 2002 – June 2006

- Course Designing

It is needed for some courses to design the course and create the materials necessary for teaching since we need to cater for the students' needs bearing in mind their background as well as the needs of their future work positions.

- Material Development (supplementary material)

Assisted in developing the material of the following colleges: Engineering, Marine Engineering, and Nautical departments; including both English for Specific Purposes (ESP) and General English Language courses for applicants.

- Evaluation and Testing

- Setting written tests for the students in order to evaluate their achievement as well as evaluate the course in general and decide whether or not it needs to be modified or improved.
- Designing and conducting oral tests as part of the evaluation system for courses which include an oral component; such as, courses designed for the College of Maritime Transport and presentation skills.

- Coordination

- Academic advisor Sep 2013 - present
- Public courses academic coordinator Sep 2011 - present
- ESP 0 academic coordinator (Sep. 2012 & Feb 3013)
- Assistant coordinator of one of the ESP courses: ESP III, Feb. 2009 term
- Worked as a Team Leader to the program: General English Language Program (GEP), Sep. 2006 term
- Assisted in the coordination of ESP I courses (Feb. 2003 & September 2004 terms)
- Editing written exams for content and proofreading for typos and other language errors

- Translation

Working as a freelance translator  
July 2002 – present

**Language**

- Arabic: Mother tongue
  - English: Excellent
  - French: Fair
-