

**Curriculum vitae**

**Name: Christin**

**Christin.367378@2freemail.com**

**Introduction:**

I am a hard worker person, creative writer and intrigued by redrafting sentences in both Arabic and English languages, also by translating from English to Arabic and Vice Versa.

**Education:**

* Bachelor of Tourism and Hotels Managements, Guidance Department, Helwan University with an average mark of 89% and excellent with honors, May/2013
* Pre-Master of Tourism Guidance with estimation B+, Helwan University, May/2014

**Courses and Training:**

* TOEFL course
* Training in tour guiding at the Egyptian and Coptic Museum
* English Conversation course
* ICDL course
* Communication Skills course
* Psychology course
* Human Development (Humanity) course

**Work Experience:**

**Public Service: May 2015 / April 2016**

**Administrative Assistant**

 **At Helwan University**

 **Administration Industry:** Education

 **Job Role**: Performing administrative and clerical functions.

 May 2015 – October 2015

**Librarian**

**At the Eastern Star**

**Administration Industry:** Charitable Organization

**Job Role**: Organizing books and articles in specialized place and helping people to find the needed books.

November 2015 – April 2016

**Web Content Writer**

**At Flyin.com (based on Saudi Arabia)**

**Administration Industry:** Travel and Tourism Company

**Job Role**: creating and formulating website’s content in English and in Arabic languages, writing articles, doing quality control all over the website’s content, staff training and development.

June 2015 – December 2016

**Content and Social Media Manager**

**At Allintrip.com (based on Saudi Arabia)**

**Administration Industry:** Travel and Tourism Company

**Job Role**: creating, improving and maintaining creative website’s content and its social media channels. Developing marketing strategies for the website, guiding the team members and coordinating between the departments inside and outside Egypt.

January 2017 – Currently working

**Skills:**

* Excellent knowledge of Microsoft Office (Word, Excel, Power Point, Access)
* Excellent knowledge of Internet navigation and in using SEO.
* Team player
* Able to solve problems
* Strong desire to learn
* Creative Thinker

**Language skills**

* Arabic: Mother Tongue
* English: Fluent Written and Spoken
* German: Fair
* French: Fair

**Interests:**

* Reading
* Playing musical instruments (Piano)
* Traveling
* Walking

**Personal:**

* Date of Birth: 29/12/1992
* Nationality: Egyptian
* Marital Status: Not married