**Curriculum Vitae**

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**Personal data:**

**Name : Basma Ismail Shehda El- Kurd.**

**Address: Rafah – Gaza- Palestine.**

**Mobile number : 009720592625683**

**Email address : bassma.ismail1991@gmail.com.**

**Date of birth: 30/3/1991**

**Material status: divorced.**

**Place of birth : KhanYounis**

**Nationality : Palestinian.**

**Education :**

**A certificate of art from high school with a very good average.**

**PA from the university in methods of teaching English .**

**Experience :**

**2-7 years of teaching English.**

**A year in international translation.**

**Work experience:**

**Teacher at a governmental school.**

**Teacher at educational center**

**Manger at an educational center.**

**Marketing**

**Secretary at educational center**

**Work expertise :**

**Cultural**

**Social .**

**Education.**

**Business and IT.**

Computer Literacy:

* **Working professionally with Microsoft operating systems.**
* **Excellent search skills over the Web.**
* **Excellent knowledge in most of popular software applications needed for any work environment, e.g. MS Office, A**
* **Excellent ability to learn quickly any new tool, online or offline.**

**Good manner in using network's program( Skype – Gmail- hotmail- Yahoo)**

**Interests :**

**Swimming**

**Reading poetry.**

**Reading novels.**

**Write short memoir and story.**

**Languages :**

**Arabic ( native ) Excellent ( writing – reading – speaking).**

**English: very good ( writing- reading- speaking).**

**Work Qualifications:**

* **Excellent ability to act as** Project Manager **with highly professional communication, negotiation and organizational skills.**
* **Excellent ability to work under pressure with outstanding flexibility.**
* **Meeting given deadlines on time without compromising output quality.**
* **Obeying to organizational roles and regulations with elevated behavior.**
* **Focusing on exceeding respective higher-level supervisor expectations.**
* **Dealing politely with work colleagues and aiming at achieving team success.**

**Please feel free to contact me for any questions or comments you may have. References and samples are under request.**