

Name: Hana Hesham Tabl

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Objective

Passionate about management field, Seeking to further contribute to educational excellence by utilizing my skills in curriculum support, student assessment, classroom management and my background in management field to create a positive and effective learning environment.

Education**Pre-master in management at faculty of commerce Mansoura university**

Oct.2023- June.2024

Faculty of business administration, Horus university in Egypt

Sep. 2019- June 2022

Major : Management**Cumulative grade : Excellent with honor GPA:3.76**

Work Experience**Teaching assistant** at Horus university

Jan. 2023 – Present

- support professors during lectures, manage technology, and lead discussion sections to foster student engagement and understanding of the material.
- Explaining academic policies and procedures as an academic advisor
- Answer student questions and provide clarification on lessons through office hours
- Tracking attendance, grading assignments and calculating grades
- Participation in quality assurance unit

Extracurricular Experience**Trainer** at summer training 1 for undergraduates at Horus university

Aug. 2024- present

- Develop Training Materials
- Deliver Training Sessions
- Facilitate Group Activities
- Assess Student Progress

Organizer at Egyptian Organizing league at Horus university

Aug. 2024

- Communicate with all participants, including team members, competitors, and partners, to ensure everyone is informed and aligned.
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Courses/Certificates

- International ranking of universities methods and standards workshop **at Horus University** jul.2024
 - Fundraising skills and best practices **from DAAD** Feb.2024
 - Digital transformation certificate **at Mansoura university** Feb. 2024
 - Virtual digital marketing challenger track from **FWD** Sep. 2021
 - sustainable development concepts from National institute for Governance & Sustainable Development Aug. 2021
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Languages

- Very good English
 - Fair French
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Skills

Personal skills:

- Communication skills , attention to detail , adaptability , team work.

Computer skills:

- Very Good at Microsoft office programs (Word , Power point , Excel)
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Reference Available upon request