

NAGLAA FATHY SAIED

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SUMMARY

Energetic teaching assistant with 9+ years of experience in different universities who utilizes a very interactive approach to teach the art of architecture. Excellent skills in classroom instruction and working directly with students on improving their grades and creating unique projects that allow them to show off their skills and succeeded in getting them excited about architecture. In addition, experienced professional with 15+ years of experience in different NGOs adept in operations, project management, fundraising, and resource management. Skilled in supply chain logistics. Committed to fostering positive social impact through strategic thinking and utilizing knowledge of project management methodologies to organize and coordinate architectural projects, including timelines, budgets, and resources.

EXPERIENCE

Teaching assistant, Misr Univ. for Science and Technology - MUST

(Sep 2022 - Present & Jan 2013 - Apr 2015)

- Supervised and mentored student teams working on their graduation projects, providing valuable insights and guidance to help them storytelling their projects with unique.
- Assisted in the delivery of course material, facilitating the educational process and ensuring an engaging learning environment in several Courses such as design studios, Introduction to architectural Design, conceptual urban design, housing, etc.

Teaching assistant, Pyramids high institute for engineering

(Sep 2011 - Jan 2012)

- Engineering drawing material for preparatory engineering students, providing further explanation and clarification about the course content for students, and learning visualization and drawing skills.

Teaching assistant, Modern Academy

(Sep 2004 - Jun 2006)

- Assist in designing and implementing curricula, and ensuring their alignment with academic standards such as working drawings , exploring the relation between design and sustainability to tackle human needs within spaces that are environmentally .
- Providing academic guidance and feedback to students, and facilitating their understanding and application of architectural concepts.

Executive Manager — Pearls for Development, Al Haram, Giza

(Sep 2015 - Jun 2019 & Jan 2011 - Sep 2012)

- Oversaw the internal operations of the NGO, implementing strategies and processes to improve efficiency and productivity.
- Managed space and facilities to ensure adequate hosting of diverse NGO activities, optimizing resource usage for maximum impact.
- Directed human resource activities including recruitment, team management, and performance evaluation, fostering a productive and harmonious work environment.
- Administered cash flows, ensuring sound financial management, with a particular focus on maintaining robust fundraising performance to support ongoing projects and operations.
- Regularly reviewed and analyzed financial status, producing comprehensive reports for board members to keep them informed and aid strategic decision-making.

Fundraising and Supply Chain Manager — Pearls for Development, Egypt

(Mar 2009 - Jan 2011)

- Led fundraising initiatives, securing funds necessary for the NGO's activities and projects, while effectively managing relationships with donors to ensure continuous support.
- Implemented donor recognition programs and engagement strategies to cultivate and maintain strong, enduring relationships with donors.
- Managed the supply chain process, ensuring the efficient and timely procurement of necessary resources from a variety of entities to meet the NGO's requirements.
- Maintained a comprehensive donor database, categorizing donors and keeping track of contributions to facilitate future outreach and acknowledgment.
- Oversaw financial health through effective cash management, regularly reviewing and analyzing financial reports to inform strategic decision-making.

COMMUNITY SERVICE AND VOLUNTEERING

Projects Engineer, Supervisor — Kobry Alqubbah Charity Org, Giza

(Jun 2006 - Jan 2009)

- Managed necessary interior construction tasks for expanding the NGO's facilities, ensuring timely and efficient project completion.
- Responsible for resource supply and management, ensuring optimal use of resources to complete projects within budget constraints.
- Directed fundraising activities and managed project cash flow to secure necessary funding and maintain fiscal health of the project.
- Coordinated with vendors, contractors, and team members to ensure smooth project execution.
- Regularly monitored and reported on project progress and budget status to key stakeholders.

Children's Activities volunteer — Pearls for Development, Al Haram, Giza

(Jun 1999 - Jun 2019)

- Creating and monitoring attractive learning environments and committing to meeting the diverse learning styles of these children, such as creative activities and lessons.
- Training and coordination with several volunteer teams to inspire the next generation in a way that makes them innovative, inspired and ready for big things through scouting and camps.

EDUCATION AND TRAININGS

BACHELOR of Architecture

Architectural Engineering, Cairo University | 06/2003

Graduation Project: Architecture University in Rafah

Professional Business Development Program

E-Youth Learning| 12/2022

Pre-Master, Urban Development

Cairo University | 06/2006

LANGUAGE SKILLS

Mother Tongue: Arabic

Other Languages: English, Very Good.

TECHNICAL SKILLS

Very good command of using:

MS office - AutoCAD 2D - Photoshop

PERSONAL SKILLS

- Hardworking and focused.
- Punctual and result oriented.
- Strong leadership, presentation and communication skills.
- Good at organizing and managing events
- Excellent command:

Negotiation Skills - Communication Skills - Customer Relationship Management - Leadership and team management.