

FATMA MOHAMED ROSHDY HELALY

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SUMMARY OF QUALIFICATIONS

Project management and coordination extensive experience covering various types of buildings including hotels, resorts and tourist facilities, banks and office buildings, residential compounds, and industrial building and factories; business development management; social studies and analysis; maintenance plan design and monitoring; urban planning and development; and architectural design. Also experienced in research work, translation and editing in addition to some teaching assistance activities, with high management and computer skills.

EXPERIENCE AND ACHIEVEMENTS

Projects Manager, ECG Engineering Consultants Group S.A., Cairo, Egypt, 2008 – present

- Direct the assigned project or study in such a manner as to ensure its on-schedule completion within or below the established budget, in accordance with contractual obligations and accepted engineering and Company practices.
- Administer the work of the project team and provide engineering support/advice as required.
- Monitor the progress of all project functions.
- Represent the Company in all relations with Client.
- Issue and develop the Project Procedures Manual, Quality Plan, and closeout report.
- Manage the following projects:
 - Banana Island Resort in Doha, Qatar;
 - Granada Hotel Back of House, Gabal Al-Kabah Project - Phase 1, S.A.;
 - Royal City Compound, Sheikh Zayed, Egypt;
 - Development and Renovation & Standarzing of National Bank of Egypt Elevations, Egypt;
 - National Bank of Egypt Greater Cairo, Delta, Assuit and Red Sea branches;
 - Suez Thermal Power Plant, Suez, Egypt;
 - Jotun Factory Expansion, Ismailia, Egypt;
 - Upgrading of Fire Fighting and Fire Alarm Systems for Ras Ghareb Petroleum Station, Egypt;
 - Egypt Post Office Building, Cairo Contact Centers Park in Maadi, Cairo, Egypt.

Urban & Social Studies Specialist, ECG. 2003 - 2008

- Conducted socio-economic, Social Impact Assessment (SIA) and Social Audit (SA) studies.
- Gathered data from official sources and governmental and local authorities;
- Examined, evaluated and analysed data gathered.
- Interviewed stakeholders covering government employees, private business employees, business owners, community leaders, NGOs representatives, laypeople and tourists, with special attention given to women and children, indigenous people, and minority groups.
- Conducted field studies including direct observation, questionnaires, public opinion polls and social and demographic analysis.
- Presented results and analysis in scoping sessions and public hearings.
- Composed inception, progress and final reports.

Senior Business Development Manager, ECG. 2002 - 2008

- Led, directed and administered business development activities;
- Established and formulated the business development policies and objectives in the region;
- Supervised business development managers and technical team leaders in proposals preparation to prospective clients;
- Fostered and maintained good relations with present and potential customers, professional organizations, and other individuals that may influence the Company's business development activities.

Business Development Manager, ECG. 1998 - 2002

- Prepared business development materials starting from early project identifications, pre-qualifications, proposals preparation and submission, follow-up, etc., up to contract signature.
- Guided, directed and administered the proposals preparation procedures.
- Reviewed and appraised proposals operation and effectiveness. Instituting necessary actions to achieve improvements or correct deficiencies, as warranted.
- Enhanced the Company's promotional materials including newsletter and projects sheets.

Program Coordinator, Dorsch Consult, 1997 – 1998

- Coordinated with project specialists for the effective implementation of the project activities.
- Liaised between with KfW (German Bank for Construction), General Authority for Educational Building (GAEB), the Consultant and other stakeholders, throughout the project phases.
- Monitored tendering procedures.
- Prepared short term and long term maintenance plans.
- Reviewed drawings and tender documents.
- Prepared quarterly progress reports.
- Monitored construction and maintenance works.

Architect/Urban Planner, Center for Planning and Architectural Studies, Egypt, 1993 - 1995

- Designed Dental Faculty and the Press of AlAzhar University, Cairo, Egypt; Faculties of Education in Sanaa, Taiz and Hodaida, Republic of Yemen; 5-star hotel in Mecca, Saudi Arabia; architectural competitions of the Saudi Consulate and the Saudi Embassy in Cairo;
- Planned the Pre-investment Development Program for Maadi Recreational/ Residential Complex, Cairo, Egypt; with emphasis on land-use analyses and alternative development proposals.

American British Consultants (AMBRIC), Egypt, 1988 –1993

- Prepared preliminary and final drawings for construction of the tunnels and pumping stations for Greater Cairo Wastewater Project.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- PhD candidate in Cultural/Urban Anthropology, the African Studies Institute, Cairo University, Egypt.
- MBA in Project Management, International Business School of Scandinavia, 2013.
- Mini MBA in Project Management, Knowledge/PMI, 2009.
- M.A. in Sociology/Anthropology, the American University in Cairo (AUC), Egypt, 2005.
Thesis: "The Formation of Social Networks in New Urban Communities" – Case Study: New Borg Al-Arab City, Alexandria, Egypt.
- Translation and Interpretation: English/Arabic/English, the American University in Cairo, Egypt, 1991.
- Post-Graduate Diploma in Housing and Town Planning, Faculty of Fine Arts, Cairo, Egypt, 1987.
- Bachelor of Architecture, Faculty of Fine Arts, Cairo, Egypt, 1985.

OTHER STUDIES, TRAINING COURSES AND SEMINARS

- Hands-On-Project on Sustainable Living (3rd Prize), Alumniportal Deutschland, 2015
- Manager Training Program on Renewable Energy, RWTH, Germany, 2014.
- Computer Essentials, the American University in Cairo, 1998.
- Spread sheet applications, the American University in Cairo, 1998.
- Participated as a Translator/Interpreter in the "International Seminar on Hassan Fathi's Works", 1995.

ACADEMIC EXPERIENCE

- Graduate Assistant, Sociology/Anthropology Department, AUC, Egypt, 2003 - 2005.
- Conducted a number of researches on the Egyptian Society in different areas of interest and environmental issues in Egypt as requirements for the Master Degree in Sociology/Anthropology, AUC, 2001 - 2005
- Research proposal for Telal Zeinhom Development Project, AUC, 2003.
- Participated as Translator in the "Model Arab League", AUC, Cairo, 1991.
- Participated as an Interpreter in the "Building Materials and Technology Conference", Institute of Building Researches, Cairo, 1990.
- Research study on the Egyptian Experience of New Communities with Comparative Analysis to other countries' similar experiences, 1987.
- Research study for Low-Income Housing in Basateen and Helwan areas, Egypt, 1986.

PUBLICATIONS

- Helaly, Fatma, The Formation of Social Networks in New Urban Communities, Faculty of Fine Arts Centennial International Conference, 2008.

AWARDS AND AFFILIATIONS

- 3rd prize in Hands-On-Project competition on Sustainable Living, Alumniportal Deutschland, sponsord by the German federal Ministry of Energy and Cooperation, DAAD, GIZ, Goethe Institut and Alexander von Humboldt Foundation, 2015.
- Alumni, Manager Training Program in Germany.
- Fellowship Award, Sociology/Anthropology department, AUC, 2003 & 2004.
- Member of the German-Arab Chamber of Industry and Commerce.
- Member of the Egyptian Syndicate of Engineers.
- Member of the Egyptian Society of Engineers

SKILLS

Language Skills: Fluent in English and Arabic (mother tongue); some knowledge of German and French

Computer Skills:

- Familiar with Apple and Windows applications.
- Proficient use of MS Word, Excel, Power Point, Access and Adobe Photoshop.
- Outlook Express, Internet, World Wide Web and E-mail.

TRAVEL EXPERIENCE

Germany, Austria, France, Holland, Belgium, USA, Greece, Turkey, Saudi Arabia

REFERENCES:

References available upon request.