


PERSONAL INFORMATION

Mona Mannoun



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Sex Female | Date of birth 01/10/1986 | Nationality Egyptian

WORK EXPERIENCE

March 2011-present

Program coordinator assistant at MSc Program (Integrated Urbanism & Sustainable Design (IUSD)).

Name and address of employer

▪ IUSD program is a German Egyptian Dual Masters program. A collaboration between Ain Shams University (ASU) and Stuttgart University (USTTAT) Co-funded by Ministry of higher education in Egypt and German Academic Exchange Service DAAD (www.iusd-program.net)

Main activities and responsibilities

▫ *Administrative work*

- Coordination between ASU and USTTAT systems.
- Responsible for Student affairs in Ain shams University (Student administration, selection procedures, registration, enrolment)
- Marketing of the Program & Creation of promotional materials
- Responsible for financial plan and procurement.

▫ *Academic and research work:*

- Teaching assistance in the Integrated Case study module held in Tunis in winter semester 2013.
- Documenting the program and teaching process.
- Engaged in course offering and grading and examinations process

▫ *Organizing of IUSD excursions (Cairo, Alexandria, Siwa, Tunisia)*

▫ *Organizing of Siwa workshop in 2012 (Egypt-Germany)*

▫ *Extra-curricular activities, Logistics and managerial tasks*

July 2010 – May 2012

Presentation coordination and responsible for reporting the progress and the deliverable of architectural and urban projects

Name and address of employer

▪ Working on Integrated Development Group (IDG) consultant office (www.idgmatrix.com)

Main activities and responsibilities

Working drawing and Design

- Working drawing for villas in Grand Height Compound and finalizing the license drawings for villas prototypes.
- Interior Design of Barka optics shop in Sharm El Sheikh.

September 2009-May2010

Name and address of employer

Main activities and responsibilities

Technical office

- Oekoplan Consulting Engineers (<http://oekoplan.com/>)
 - Technical office: Bill of Quantities for several urban and architectural projects (Stone Park, Al-Ain bay Resort, Tellal El Sahel, Tellal El Sokhna, Apartment Building, PortoTartus in Syria, Mont Sue compound).
 - Working drawing for villas in Stone park Compound in the fifth district, Egypt

October 2008 till July 2009

Name and address of employer

Main activities and responsibilities

Working drawing and research

- Egyptian Consultant Office (ETCO)
 - Design and working drawing for a branch of Al-Ahly National Bank.
 - Personal Villas in Fifth District, New Cairo, Egypt.
 - Urban development report of Al-Khanka city, Kaliobeya, Egypt.

EDUCATION AND TRAINING

2014

Master of Science in Urban Planning

Post graduate studies at Ain Shams University, Egypt.

Enrolled by Thesis title “Analysis of Self-Developed areas in Egypt”

2003-2008

Bachelor Degree

Misr International University (M.I.U.), Faculty of Engineering, Department of Architecture,

PERSONAL SKILLS

Mother tongue(s)

Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B2	B2	B2	B1

Communication skills

- Good communication skills gained through my experience as students affair responsible, dealing with different nationalities, and organizations of different activities and meetings.
- Engaged in different presentations to different audiences, including foreign professors and students.
- Working successfully with both groups and independently.

Organisational / managerial skills

- Leadership (responsible for a team of 4 people)
- Office Management

Computer skills

- AutoCAD
- Adobe Photoshop, In Design, Illustrator
- Good command of Microsoft Office (Microsoft power point, Microsoft Word, Microsoft Excel)

Other skills

- Photography
 - Attended a Photography course in Fusion academic center

Driving licence

- Yes

ADDITIONAL INFORMATION

Publications

- Author of a Paper title "Self-developed areas: The cases of the Southern part of Tubingen & Ebny Betik Project"- International conference SB 13- Cairo 2013 between German University in Cairo and Ain Shams University.
- Editor of The New Urban Revolution in Greater Cairo "NUR" Summer School Documentation, from September 30th to October 9th, 2011 Study area: Istabl Antar Organized by: Ain Shams University - Egypt and TU Berlin Germany
- Editor of Integrated case study module at IUSD program "Ibn Khaldoun documentation", 2014.
- Editor of IUSD excursion guide books, 2012.

Conferences

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- Organizing the International Symposium " Integrated Urbanism Dialogues II On Resilience" in 2012-Ain Shams University

Workshop

- Summer school with the title of "The New Urban Revolution in Greater Cairo" cooperation between Ain shams University and TU Berlin and sponsored by the German Academic Exchange Service (DAAD). It covered the topic of informal areas and participatory design October 2011.
- A workshop in Saint Catherine includes a survey and study for the residential buildings, field research of the environmental and cultural of Saint Catherine, 2008.
- A workshop at Al Qasr, Dakhla Oasis, Egypt, organized By Misr International University in collaboration with Dresden University, Germany. 2006

Seminars

- International Seminars with the title "Sustainability in Urban and Regional Planning" held in Stuttgart University- Stuttgart- Germany. Covered urban development, urban and regional planning in Stuttgart, environment, energy, urban mobility and housing November 2010.