Mona Bakr

mona.bakr@aucegypt.edu - +201001050125

8 St. Nady El Seid, Dokki, Giza, Egypt

Work Experience:

### Research Assistant, The Social Research Center (SRC) at AUC, 1st June 2006 - Present

* Collecting and analyzing data in the fields of women empowerment, conditional cash transfers, early marriage, family planning and others
* Coordinating SRC activities with different hubs in different countries
* Arranging SRC workshops to both share and gain knowledge both nationally and internationally
* Translating questionnaires used in data analysis by SRC from English to Arabic and vice versa
* Evaluating academic sources to identify relevant materials in relation to ongoing programs
* Organizing workshops help by SRC and all related logistics to the workshop
* Providing a bries summary for each workshop available to provide the SRC library a copy
* Confirming travel and accommodation for workshops
* Responsible for answering and screening telephone calls on behalf of the Director of the Center.
* Booking tickets and holding all logistics of the Director of the Center.
* Setting up face to face meetings, appointments and maintaining diaries
* Attending meetings and taking minutes alongside providing a report for said meetings
* Organizing academic webinars
* Writing and researching for academic reports
* Editing workshop presentations and papers submitted
* Carrying out administrative duties such as filing, electronic archiving and photocopying materials
* Handling administrative systems and implementing new procedures through the use of databases
* Managing office space and equipment
* Advertising the SRC in relevant streams
* Working as a technical editor submitting SRC news in AUC newsletter and in National and International research Journals and reports
* Coordinating between different hubs working in the same and different fields of research
* Following with social workers reporting back to ensure work is accomplished as planned
* Actively implementing plans set by SRC researchers
* Archiving the data of workshops held, material written, and official documents concerning projects in my field of research
* Keeping track of all researchers contacts nationally and internationally, to maintain good ties, allowing for the sharing of research in fields pertaining to the SRC
* Maintaining strong ties with relevant ministries to allow us to exchange experience and research amongst each other
* Coordinating with our accounting team to organize budgets for workshops

Technical Editor, Egyptair, 22nd January 1995 – 27nd May 2004

* Part of the team that formed the joint venture between Egyptair and Lufthansa
* Leveraged the Egyptair and Lufthansa venture to allow for Egyptair to join Star Alliance
* Part of the team that created the Egyptair manual
* Part of the team that supervised and ensured the Egyptair flights met and abided by FAA standards
* Transformed the technical division of Egyptair as part of Egyptair to a joint venture with Lufthansa as a maintenance hub for Star Alliance
* Supervised the privatization of Egyptairs technical division
* Transforming book values to real values regarding Egyptairs assets.

Data Analyst, Population Council Egypt, 18th August 1990 – 25th September 1993

* Analyzed impact of contraceptives in the Arab region
* Compared data results regarding contraceptives while considering cultural aspects
* Writing reports on the topics of contraceptives and early marriage
* Planning workshops for the population council
* Creating a network of attendees for all population council workshops

Education:

June 1996, MA in Anthropology, The American University in Cairo (AUC)

June 1993, BA in Economics, The American University in Cairo (AUC)

* 3.65 GPA (High Honors)

**Extra-curricular activities:**

1. Volunteer at مؤسسة البنات امبابة, February 1996 – Present

Volunteer at اباء و ابناء Foundation, April 1992 – 2005

1. Volunteer at قدماء المحاربين Foundation, April 1992 – 2005

**Skills:**

**Languages:** Fluent in spoken and written Arabic, English and French.

**Computer:** Excellent knowledge in concepts of information and communication technology, computer and managing files, word processing, spreadsheets, databases, presentation, web browsing and communication.

**References:**

References are available on request.