

May Abdelnaby Khaled

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Work Experience:

- Business Development Manager at Arab Affiliate Summit (April 2016 – till now)
Essential Duties and Responsibilities: -
 - Prospect for potential new clients and turn this into increased business.
 - Developing and executing the sponsorship plan for the annual summit.
 - Identify potential clients, and the decision makers within the client organization.
 - Maintain knowledge of conference timelines and sponsorship deadlines.
 - Delegate administrative functions to assistants where possible.
 - Meet with trade and professional organizations and other groups to organize.
- Marketing Executive at Promedia International (Dec 2014 – April 2016).
Essential Duties and Responsibilities: -
 - Research and develop a list of potential sponsors for each conference.
 - Research and develop a list of potential exhibitors when required.
 - Develop and maintain relationships with existing and potential sponsorship clients and exhibitors.
 - Keep precise records of conversations with all clients, sponsors and exhibitors.
 - Update the company database as required.
 - Finished Projects
 - The International Documentation and Electronic Archiving Summit (March 2016)
 - The Middle East Green Building Summit (April 2016)
 - The Middle East Info Security Summit (October 2015)
- Editor at Hindawi Publishing corporation (Jan 5, 2014 – Oct 12-2014).
Essential Duties and Responsibilities: -
 - Receive the original manuscript from the Content Production System (CPS) to start its processing.
 - Receive the XML files from different teams then convert the manuscript format from MS Word to PDF format.
 - Revise the converted manuscript and compare it with the original one.
 - Guarantee the consistency and assure that the converted file is formatted according to the company's style
 - Send the manuscript to the Proofreading, Copy Editing, Graphics and the Tables teams.
- Project Coordinator, Project manager at Five Dimensions IT consulting company; Electronic Archiving Company deals with IT consulting (March 2011 – April 2013).
Essential Duties and Responsibilities: -
 - Determine the resources (time, money, equipment, etc.) required to complete the project.
 - Develop a schedule for project completion that effectively allocates the resources to the activities.
 - Determine the objectives and measures upon which the project will be evaluated at its completion.
 - Manage project staff according to the established policies and practices of the organization.
 - Execute the project according to the project plan.
 - Write reports on the project for management.
 - Ensure that the project deliverables are on time, within budget and at the required level of quality.
 - Evaluate the outcomes of the project as established during the planning phase.

Education:

- Post graduate Degree in Liberal Arts from Cairo Institute of Liberal arts and Sciences (2015-2016).
- ATS Program in (SCE), American University in Cairo (AUC) (2011-2012).
- Bachelor of Arts, English Literature, KafrelSheikh University (2006-2010).

Volunteering Experience: -

- **TEDxKafrelsheikh – TED NPO.**

- Chairperson (May 2015- March 2016)

Leading team, putting work strategy, applying for license, following in partnership deals, strengths volunteering work ethics. Representing team in TEDx Community, executing one main event “The Known Unknown” with 16 Speakers and 200 attendees.

- Head of fundraising committee (2014 – 2015).

Developing strategies and setting goals to hit fundraising targets, writing proposals that attract money, keeping in touch with existing funders and stakeholders, budgeting incoming and outgoing money, Preparing and giving presentations and Liaising with the fundraising team.

- Member in Fundraising Committee (2013-2014)

Targeting potential sponsors, adding contacts and sharing it with team leader and team work, handling sponsors meetings and follow-ups, doing perfect segmentation to the industry.

- **Saint Andros for refugee’s services- STARS.**

- Facilitator - (February 2016 – April 2016).

Delivering weekly sessions in Arts, Culture, Humanities, Social sciences to 25 students who are volunteers and Refugees in STARS school, coming from different countries (Egypt, Syria, Eretria, Sudan, Nigeria), it was a mutual anticipation for education and part of social service track on my post graduate studies.

- **Heya Masr - NGO.**

- Facilitator – (Jan 2015 – May 2015)

Building a sense of confidence and pride in Egyptian girls and young women through fun and educational programming, my role was to facilitate the education process by preparing material and developing new activities to enhance the trust level on them. Helping also in a Crowd-Funding campaign to raise fund for the NGO.

- **SideWalk Stories**

- Voluntary participant (May 2015 – August 2015)

It’s a collective documentary tells a story of nine Egyptian young girls who face everyday struggle in public spaces in Cairo, a story of each girl representing me through my own story, the movie was presented in Gouta institute in Cairo and Berlin, Germany.

Courses:

- Mentee at Cherie Blair Foundation for Women (2015-2016).
- Evaluation Theory and Practice course in CILAS, Cairo Institute for liberal Arts and Science.
- Scholarship in Business (Career Development) From Ministry of Communications and Knowledge.
- Written translation in American University in Cairo.
- Economics Course; online in MIT called “the Challenges of the Global Poverty”.
- Research Tools: Google Keys in American University in Cairo.

Workshops:

- The Mindfulness and Acknowledging of the Power of Now at CILAS.
- fundraisers in International Volunteering Day “United Nations”.
- Fundraising and sponsorship “Almakar”.
- Arabic content Writing “Bayt Elsenary”.
- Creative writing “Kayan Foundation”.

Language Skills

- Arabic: Mother tongue.
- English: fluently spoken and written

Skills:

- Excellent Web research tools.
- Good presentation
- Project Management
- Business writing
- Copy writing

Personal Data

- Date of Birth: January 30, 1990
- Nationality: Egyptian
- Marital Status: single
- Address: Downtown – Cairo, Egypt.