Esraa Amr

Azbat El Nakhl, Cairo – Egypt
Phone: **01284451436**
Email: **esraa.elfaky46@gmail.com**
GitHub: **esraaamr2002**

Professional Summary

Detail-oriented Operations & Administrative Support Professional with experience coordinating workflows, managing documentation, supporting training programs, monitoring communication channels, and ensuring smooth day-to-day operations. Adept at organizing digital systems, tracking tasks, creating structured reports, and working collaboratively within remote, multicultural teams. Brings strong communication skills, problem-solving abilities, and a deep commitment to gender equality, social justice, and mission-driven work.

Professional Experience

Operations & Administrative Support

Front-End Developer – TDS

Cairo, Egypt | 2024–2025

- Coordinated with cross-functional teams and ensured smooth workflow communication within remote environments.
- Organized documentation, tracked tasks, and maintained structured project files to support team operations.
- Assisted in issue-tracking and follow-up, ensuring timely completion of deliverables.

Coding Instructor – Ischool

Cairo, Egypt | 2024

- Managed scheduling and delivery of online/offline classes for 4 groups of 14–16 students.
- Prepared structured lesson materials and maintained progress tracking records.
- Coordinated class logistics, communication with students, and ensured smooth session operations.
- Achieved an instructor rating of **4.45/5**, demonstrating strong communication and organization.

Digital Egypt Pioneers (DEPI) – React/Node Program

2024

- Collaborated within a structured program requiring clear documentation, project planning, and workflow coordination.
- Managed deadlines across multiple tasks, demonstrating reliability and strong time-management skills.

Web Development Internships (ITI & CodeAlpha)

2023–2024

- Participated in team-based projects requiring documentation, task organization, and coordination with mentors.
- Delivered work within set timelines and followed operational procedures consistently.

Skills

Operations & Admin Skills

- Workflow Coordination
- Documentation & Reporting
- Email & Communication Management
- Remote Team Collaboration
- Time Management
- Problem Solving
- Event & Meeting Support
- Digital File Management (SharePoint / Google Drive / Notion / etc.)

Technical Skills (as secondary strengths)

- Microsoft Office (Word, Excel, PowerPoint)
- React.js, JavaScript, TypeScript
- MongoDB, Node.js
- Git, Docker
- Python (Basic)

Education

B.Sc. in Information Systems
Faculty of Computer & Artificial Intelligence
Helwan University, 2020–2024

Languages

- **Arabic:** Native
- **English:** B2 (Intermediate–Upper Intermediate