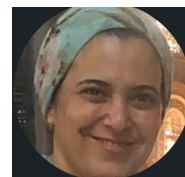


# Curriculum Vitae



Rasha Kamel Ahmed

12.07.1972

Introduction: I am an administrative assistant with engineering background. I have gained experience of more than 18 years; the last 10 years at the ETHZ and the earlier 8 years in different countries and companies. I am a mother of 20 years old twin boys. I am proud of the previous experience gained so far and I am looking forward to acquiring new challenges.

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## Experience

### **Administrative Assistant at ETH Zurich**

September 2013 - Present

- Administrative assistant: secretarial support, finance, group staff contracts follow up, organization of workshops and seminars in Switzerland and abroad.
- Research projects budget manager.
- Research projects coordinator: for research studies in the Middle East and North Africa as an Arabic language native speaker, moderator, and translator.

### **Main Events**

- Organizing and attending research trip and workshop to Amman, Jordan in Sept. 2014.
- Organizing research trip to Morocco in 2014 for the research project “Social and Environmental Challenges of EU-MENA Renewable Energy cooperation and public acceptance – ERC Desertection”
- CSP workshop organization in **Abu Dhabi for ERC-Desertection EU Project** under the umbrella of **Solarpaces conference – 08-10 October 2016 – Abu Dhabi**
- Organization of the kick-off meeting of project **SENTINEL** from 07-09 July 2019 at hotel Kloster in Kappel am Albis – Switzerland
- Organization of the group yearly internal events within Switzerland.

<https://cp.ethz.ch/people/person-detail.rasha-ahmed.html>

### **Online Arabic-English Translator at Dar Altarjama DAT**

November 2008 - Present (14 years 11 months)

Arabic-English translation for; summary of TV shows, which are distributed on the websites, subtitled programs, newspaper articles and parts of books.

### **Private Arabic language teacher**

March 2010 - June 2013 (3 years 4 months)

### **Culture and religion teacher at Rorbas Primary School**

School year 2011-2012

### **Administrative Assistant at Tomato AG Finance + IT**

May 2012 - December 2012 (8 months)

- Office administration. - Maintaining the customer database; Customer Relationship Management (CRM)

Assistance in documentations such as invoicing and payments.

### **Office Manager at ABB – Calor Emag Schaltanlagen, Mannheim– Tripoli Branch, Libya**

April 1998 - May 2002 (4 years 2 months)

Administration work. - Following up projects data files, bookkeeping, translating contracts and documents in English-Arabic-English.

### **Co-Manager at Private Family business; Al-Shorouk School**

January 1990 - April 1996 (6 years)

Family private business, generally learning private business management and assisting the CEO Particularly in computer systems and IT support.

### **Qualifications:**

- 09.2010 - 03.2012 Diploma in Teaching Arabic for non-Arabic speakers from Cairo University.
- 09.1990 - 07.1994 B.Sc. in Electronic & Communication Eng., Faculty of Engineering, Cairo University.
- 09.1988 - 07.1990 Secondary school, Cairo –Egypt.
- 09.1980 - 07.1988 Primary School, Cairo –Egypt.

### **Languages:**

Arabic: mother tongue  
English: very good  
German: good and still learning  
French: A2 Level and still learning.

### **Interests**

Indoor shooting (Active member of the **Schützenverein Embrach - Lufingen**)  
A member at the non-profit association “**Fluchtlinge Tisch - Embrach**”  
Reading, travelling, and riding bikes.