Nagla Dwedar

nersianam@gmail.com , (00971505551712)-(00201015568854)

Education

- o Cairo University, working on my PhD. in Librarianship & Information Technology (2021 – present).
- o Cairo University, Giza. Master of Arts in Librarianship, Documentation and Information Technology science (2013-2018).
- o Main course of study: Metadata and Cataloging.
- o Cairo University, Faculty of Arts, BA of Librarianship, Documentation and Information Technology science, Information Technology section (1995-1999).

Objectives

I have academic and professional experience in organizing, analyzing and representing data; Customer focused approach; Excellent communication and interpersonal skills; skilled negotiator, persuasive and assertive; Add Strategic management, planning and organizational skills with the ability to translate objectives into actions in a timely fashion; Strong leadership, people management and decision making skills; moreover Excellent research skills; finally commitment to and understanding of equality and diversity issues within a diverse and multicultural environment, Accordingly I'm looking for an opportunity to invest my qualifications in fields of research; Writing; Management; Digital learning resources; Education; Digital transformation; Information resources; and data organization.

Professional Experience

Director of Libraries, Ahram Canadian University (ACU) (April. 08 – present)

1-Set up the library policies for collections, instructions, programs, services and budget.

2-Prepare regular reports and statistics for the supervisor.

3-Identify the library's goals and objectives in the strategic plan.

4-Suggest and design appropriate helping programs to promote the patron's research skills.

5-Select the appropriate E-Databases and help the patrons to search and get their needs of information.

6-filter the learning resources with the university teachers to select the proper for the university's curriculums.

7-Manage, guide and evaluate our librarians at all university's libraries and select proper training programs to enhance their performance.

Chief of Information Services and Multimedia Division, ICS / El-Maadi Public Library (Jun. 06 – Mar. 08).

1-Organized and supervised the services and activities in the reference Service division, including reference, community outreach programs and automated reference services.

2-Planned and organized work according to seasons, special events, and regular library schedule.

3-Examined professional publications and other sources for selection of books, periodicals, and other materials.
4-Attended meetings and participated in professional library organizations.
5-Designed, coordinated, planned present programs that met the changing needs of patrons and information community.
6-Examined the multimedia materials for selection that met the needs of patrons and suggested new materials.
7-Prepared Monthly, Biannual and Annual statistics and wrote reports and recommendations to the administration.
8-Managed and evaluated my team work.

Librarian & Information Specialist, ICS / Maadi Public library (July 2002- May 06).
1-Developed reading, reference, and research materials through selection and purchasing of books, materials, and equipment.
2-Worked closely with Technical Service unit in updating of reference materials.
3-Prepared regular and narrative reports for supervisor.
4-Planned and organized special programs involving the use of library resources.
5-Participated in near-term and long-range planning of reference services.
6-Performed professional library services in assisting library patrons in the selection and use of library materials.
7-Participated in the maintenance of reference collection through consultation with supervisor, staff members and independent selection.
8-Promoted interest in library as a community resource by visiting and speaking to schools and social organizations.
9-Developed working relationships and collaborative activities within the library community to identify and provide informational services.
10-Interacted with community resources to enhance reference collection and patron and needs.
11-Worked with "Unicorn" automation library system.

Librarian & Information Specialist, Misr (Mubarak) Public Library (Mar. 01 - June 02).
My tasks were all about :
1-Cataloguing, Classification. Data entry.
2-Diverse training of all information services, shelving, borrowing.
3-Circulation activities like: Books return, user's membership cards and borrowing.
4-Solved the data entry bugs of the materials records.
5-Prepared daily, weekly and monthly statistics regarding user's memberships.
6-Providing information and assistance to the library patrons and receiving complaints or special requests.
7-Worked with the automation library system called ALEPH Also the UNICORN System at all modules.

Additional Information

Egyptian – Living at El-Maadi.

Languages
Arabic native tongue, excellent knowledge in English.

Additional short-term employment
Librarian, Mr. Ahmed Baaha' El-Din's Library (July 99 – Feb. 01).
1-worked in Cataloguing Classification and Data Entry.
2-Were responsible for the quality and currency of the reference collection in all formats.
3-Designed, coordinated, planned and presented programs that meet the changing needs of patrons and the community.
4-Defined the access points on the automatic library system.
5-Worked with the automation library system called ALIS (advanced library & information system).
6-were a part of a group who put the policies for the library services.

English Skills
*TOEFL, Language Center, Cairo University, Giza (4, 2018 - 4, 2018).
*Intermediate 3, AmidEast, Mohandseen, Giza (3, 2014 - 4, 2014).
*Level 5, Berlitz, El-Maadi, Cairo (8, 2013 - 10, 2013).
*Pre-Intermediate, American University In Cairo (AUC) (7, 2012 - 8, 2012).

Some of Professional Courses in Librarianship
1-Workshop titled : "Latest Standards in the Libraries and Information Centers" - March 3rd, 2014 - Central Library, Cairo University.
2-Training Course in "Libraries Management" - August, 2010 - Egyptian Library Association (ELA).
3-Training Course in "MARC Format" - June, 2010 - Egyptian Library Association (ELA).
4-Training Course in Libraries application program called (ALIS)-Feb.2003 :Mar.2003- "Information Technology Institute" (ITI), Giza.
5-Training Course in "Automation cataloguing" - July, 1997 - Information Services Research Center, Giza, Egypt.

Some of Conferences and recognitions participations.
1-Participated in a conference with "King Abdul Aziz Complex of Waqf Libraries" about "Innovations in Libraries" –September, 9-11th 2019- Madinah, KSA.
2-Participated in a conference with "League of Arab countries" about "Digital Map of Arab Libraries and Information Centers" –July 8-9th 2019- Cairo, Egypt.
3-Participated in a seminar with "supreme council of culture" about "modern Designs of Libraries" –April 15th 2019- Cairo, Egypt.
4- Published a review of my Masters study in the journal of Egyptian Library Association (ELA) - Vol.6-No.2 (April-June) 2019.
5-Participated in "American Library Association" (ALA) Conference - November 2014 –Sharjah (UAE).
6-A Certificate of Merit in establishing Ahmed Bahaa El-Din's library in

Assiut, from Ahmed Bahaa El-Din Friends Association (1999-2001).

7-A bibliometric study about " Femto Second records in two Egyptian Libraries" (part of a group) –Graduation project, after I graduated in Sep., 1999.

8-A Certificate of Merit in research study about the most obstacles that facing the users of the French Cultural Center in using its library (part of a group) - May 1998 - as a part of the faculty's final year project.

9-A Certificate of Merit in "methods of scholarly research" during my graduation year 1999.

Computer skills

*A workshop in the latest skills of computers, Dec. 2018, Mass Communication faculty, Ahram Canadian University.

*ICDL course, (Jan. 2008)-UNESCO grant & Ministry of Information Technology.

*Advanced Excel 97 Course - from Jul. 2000 to Aug., 2000 - Land Mark Computer Center, El-Maadi, Cairo, Egypt.

*Information Technology Course - from OCT. 1998 to DEC. 1998 - Information Technology Institute (ITI), Giza, Egypt.

*Access 97 Course - from OCT 1998 to NOV. 1998 - Helwan University, Cairo, Egypt.

Teaching Arabic for non-Arabic speakers Courses

1-A course in " Teaching methods of Arabic language qualifications for non-Arabic speakers". From Feb.2019-Apr.2019- Union of Arabic teachers for non-native speakers, throw Rawaq platform.

2-A course in "Professionalism of Arabic teachers for non-Arabic speakers". From Jan. 2019 –Feb.2019- Areeb Educational services.

3-Workshop in "Creativity in teaching Arabic for non-Arabic speakers". Dec.2018- (World Federation of Arab Islamic International Schools).

4-Workshop in "Arabic grammar and Rhetoric". Oct.2018-Dar al-elm& Azhar group center.

5-A course in "Qualifying the Arabic teachers for non-Arabic speakers – Level Two ". From August 25th _30th, 2018 – (faculty of Dar Al-Uloom, Cairo University).

6-Workshop in "Teaching strategies and electronic applications in teaching Arabic for non-Arabic speakers". August 14th, 2018 – (World Federation of Arab Islamic International Schools).

7-A course in "Arabic Grammar Basics". From August 5th – 9th, 2018 – (faculty of Dar Al- Uloom, Cairo University).

8-Workshop in "Experiences in teaching Arabic for non-Arabic speakers", August 3rd, 2018 – (First Training Center) & (ABJADIYAH).

9-A course in "Qualifying the Arabic teachers for non-Arabic speakers – Level One ". From July 29th _ August 2nd, 2018 – (faculty of Dar Al-Uloom, Cairo University).

Communication skills & Others

1-Workshop in "Crisis Management". Dec.2018- Mass Communication faculty, Ahram Canadian University.

2-Workshop in "Effective communication and body language". Oct.2018-Mass Communication faculty, Ahram Canadian University.
3-Workshop in "Quality assurance Basics". Oct.2018- Mass Communication faculty, Ahram Canadian University.
4-Workshop in "Communication skills ". From 7-14 May 2009 - Ahram Canadian University, Cairo, Egypt.

Memberships
Egyptian Library Association (ELA) since 2002 until now.

Community Services
*Volunteer lecturer about "Bullying and good manners ", Saint Mary Language school, Helwan -Mar.2018.
*Volunteer teacher and organizer of "Literacy classes" attached in a mosque at El-Maadi - from July 2007-Sep. 2010.

References
1- **Prof. Mohamed Zahran,** Clinical Professor, Computer Science Department, New York University, New York, USA.
E-Mail: mzahran@acm.org   Mobile: +1(240)5354340
2-**Dr. Kamal ElGazzar**, Library Director, Jumeira University, Dubai, UAE.
E-Mail: Kamal.elgazzar@ju.ac.ae   Mobile: +971551200129
3-**Prof. Dr.Moustafa Hossam El-Din**, Professor of Informatics and bibliometrics studies, faculty of Arts, Cairo University, Egypt.
E-Mail: mostafa67@hotmail.com
4-**Prof. Dr. Emad Abu Ghazi**, Ex Minister of Culture, former Secretary General of the Supreme Council of Culture in Egypt, Egyptian Historian & Archivist, Professor, Faculty of Arts, Cairo University, Egypt.
E-Mail: emad.aboghazi@cu.edu.eg   Mobile: +2 01223356796
5-**Prof. Dr.Shawki Salem**, Professor of Informatics, Alexandria University, Egypt. Professor of Knowledge Management & Informatics (KMI) Beirut Arab University, Lebanon. Governing Board Member IFLA 2003-2007 & IFLA Medal Honor 2009, Holland. Jason Farradane Award 2010"DISTINGUISHED INFORMATION SCIETISTS". CILIP –UK.
Chairman, Alex Centre for Multimedia &Libraries (ACML), Egypt.
E-Mail: chairman@acml-egypt.com   Mobile: +2 0100 500 1289