



Resume

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Objectives

Seeking a challenging career opportunity to be an effective member of an executive team in a successful organization where my background Experience can be met and enhanced.

Qualification

- Pre Master from Helwan University, Library & Information Science Department (2008), Degree of *Very Good*.
- B.A Library & Information Science Department, faculty of arts, Helwan University (2007) with *Very Good* grade & *Excellent* in Graduation Project.

Experiences

- 1- **Now**, working as a Cataloger Librarian at GUC, Germany University in Cairo "since March, 2009".
 - Responsible for Cataloging Unit, using Dewy Decimal Classification, including continuing resources in both print and Electronic formats.
 - Cataloging and Classification of all types of Audiovisual Materials and Media performing both original and copy cataloging in all Subject areas using LC subject heading, AACR2, and MARC21.
 - Establish correct authority records for Names, Series, Subject, Uniform Titles, etc.
 - Recommend titles for purchase for the cataloging tools collection.
 - Provide monthly, annual, and other reports related to Cataloging.
 - Work as requested by the Library Director.

Additional Tasks:

- Participating, Circulation Services, Reference Services, helping all library users on how to use library recourses like books, e-journals, databases or printed materials.

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2- Librarian & Information Specialist in Information Decision Support Centre (IDSC).

- Team Leader of Issues and views Project
- Classifying books and other materials using Dewy Decimal Classification.
- Reference Services Tasks.

3- Librarian & Information Specialist in The Egyptian Libraries Association (ELA).

- Design Database for members of ELA.
- Classifying books and other materials using Dewy Decimal Classification.
- Prepare and Design Reports and Statistics about the association.

Language Skills

- ArabicReading / Speaking / Writing.
- EnglishReading / Speaking / Writing.

1. I had got *a conversation course* from *Berlitz Institute*.
2. I had got *a Toefel Course* from *Cairo University and Amideast*.

Computer Courses

- 1) Office Application
Microsoft Word, Access, Power Point, Excel and Internet.
- 2) Web Design Diploma
HTML, Front page, Dream weaver, Flash, Photoshop for Web.
- 3) (ICDL)
Certification from Unisco :International Computer Driving License.

Computer Skills

- ✓ Ability to use & search on the Internet & Search Engines.
- ✓ The ability to build and designing web sites by (Dreamweaver).
- ✓ The ability to work on various Libraries Systems.
- ✓ Good in use & deal with general & special References.
- ✓ Ability to search about the information in different Sources.

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Trainings abroad:

Training in the Central Library of Leipzig University in Germany from 3/7/2012 till 30/07/2012 and other Libraries in Germany like Campus Library of Leipzig University, The City Library – Leipzig Städtische Bibliotheken, The HTWK Library, The HHL Library, The National Library in Leipzig.

Specialized courses in libraries and information science.

MARC Format 21 (Machine Readable Cataloging) from the Egyptian Library Association (ELA) 2007.

I am member in:

- The Egyptian Library & Information Association (ELA).

Qualifications:

- Hard worker, Honest and ability to work in a team. In addition to perfect ability to work with different nationalities and kind of people.
- Perfect interpersonal and communication skills.
- Ability to grasp all types of information, handling assignments and tackling different problems & Co-Operation.
- Ability to adapt to a rapidly changing environment and work under pressure Circumstances.

Conference participation

- Participated in the first workshop about “The Future of Cataloging” at Masr Public Library on 05/03/2016.
- Participated in the second workshop about “The Future of Cataloging” at Masr Public Library on 21/05/2016.
- Participated in workshop about “RDA” at Masr Public Library on 02 - 04 /05/2015.
- Attended the 18th Conference of the Egyptian Library & Information Association in the period December 2015, in Luxor.
- Participated in the Electronic Publishing Seminar at Supreme Council of Culture on 22/05/2014.
- Participated in workshop of “Standards of Library and Information Science” at The Central Library of Cairo University on 18/03/2014.

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- Attended the 15th Conference of the Egyptian Library & Information Association in the period 15-17 November 2011, In Masr Public Library in Hurgada.
- Attended the 10th Conference of the Egyptian Library & Information Association under the heading "Library & Information profession in Egypt between theory and practice" In the period 27-29 June 2006, In University of 6 October.
- Participated in The Scientific Symposium which held in the Central Library in Helwan University under the title "The Scientific book for children" Between 19-20 February, 2006.
- Participated in a workshop in Maadi Public library about "Evaluating Web Sites" in the period 29 - 1 -2007.
- Participated in The symposium which established in Helwan University, Central Library about "Project to Develop Libraries & Information Systems".
- Participated in 11th Conference the Egyptian Library & Information Association under the heading "Library & three Illiterate" which held from 26-28 June 2007 and held in Mansoura University.
- Participated in Arab forum entitled "Information Technology & the Arab cultural Identity" which place on 28-30 April 2007.
- Participated in 4th Scientific Symposium which held in Helwan University, Central Library entitled between 19-20 February 2008.
- Attended always the Cairo International Book Fair which held in Nasr City.
- The Conference of Egyptian Association for Information Systems and Computer Technology under the title "E- learning Communities & Educational Software Development From 26-28 February 2008.
- The 12th Conference of The Egyptian Library & Information Association under the heading "Library & Political Education" and place on 26-28 June 2008 which held in Mubarak Public Library in Damietta.
- Participated in seminar about "The Security Use of the Internet" in July 21, 2008 in Mubarak Public Library.
- Participated in seminar in Mubarak Public Library, under the heading "The Online Sources on the Internet" in the August 11, 2008.

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Projects:

- Evaluate more than 300 Reference in different Subject (Encyclopedias, Dictionaries, Atlas, etc.
- Bibliography about "The Digital Library".
- Bibliographic database about "The Public Reference Web Sites on the Internet".
- Database about "The Arab Embassies in Egypt".
- Design Service "The Selective Dissemination of Information" for faculty of Art, Helwan University.
- Design a Web Site for The Public Reference Web Sites on the Internet.
- Design a Personal Web Site on the Internet.
- Alphabetical Index & authors Index for periodical in Social Sciences entitled "The International Journal of Social Sciences".
- Strategic Planning with a long-term plan for the development to the Library Faculty of Arts, Helwan University.
- Alphabetical Index, authors Index & other Indexes for a book In the Library & Information Science which entitled "Information Services, with particular reference to The Current Awareness".

Personal Information

Date of birth: 21 / 06 / 1986.

Nationality: Egyptian.

Marital status: Married.