**C.V**

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***Personal Information***

* Name : Fida,a as,ad mustafa mustafa
* Marital Status: Single
* Data of birth 13th of April 1981
* Gender: Female
* Nationality: Jordanian
* Address: Al-muqabalain ,Amman,Jordan
* Mobile **: 00962-776492008 / 00962788789960**
* E-mail : fida-81@hotmail.com

***Education***

* 2004 BSC. Libraries and information management (Al-Balqa Applied University ,Jordan).
* 2001 Diploma of instruction technology and libraries (alia queen college,amman,jordan).
* 1999 tawjihi 79.3 (zain alsharaf school, aqaba, Jordan).

***Work Experience***

* Oug 2009 – now - I have worked librarian in MOE.
* May 2008 – Oct 2008 - archiving , montaging and data entry in the library at **saudi comedy** **channel** using "Avid liquid" and "Access" software.
* Dec 2006 – dec 2007 - a programmer, data entry, montaging, musical list, archiving in the musical library at **sawtalmadena (JBC) radio station** using "Netia"software.
* Jan 2005 – Nov 2005 - Librarian and typing in **The Association of Banks in Jordan**.
* Sep2006 – nov 2006 - Data Entry in internet in global star trading investment.
* Sep2004 – Oct 2004 – Population &housing census to 2004.

***Courses***

* Apr 2018 – course in a supportive learning environment at queen rania academy.
* Nov 2018 - Attendance of the eighth conference under the title: Information institutions in the Kingdom of Saudi Arabia and its role in supporting the economy and the knowledge society at Saudi Libraries and Information Society.
* June 2011 - Course in english language at jordan library &information association.
* Apr 2011 - Course in ICDL at ministry of education.
* I had training while I was studying in the university for 8 month in sections of clasification, cataloging, Acquistion, loaning, referenses and data bases& internet.
* Oct 2003 – Feb 2004 - Hashemite university library.
* Feb2001 - June2001 - Amman training college library.
* Aug 2007 - Course in marketing at sawtalmadena radio station.

***Personal Skills***

* I have a very good experience in Microsoft office applications (**word, excel, access,** CDs/Isis, **winisis,** web Design"html", visual basic , **Netia** and **Avid liquid**)
* Arabic and English typing by computer and scanning.
* I have a very good experience in surfing internet & databases.
* Excellent coordination and communications skills.
* Ability and willingness to learn.
* Work excellently in team-built environments.
* Leading personality.
* Ability to work under pressure.

***Other: -***

* Reading a new informations and search at internet.
* driver's license private.