

# Fatma Yehia Zaki

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## Profile

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Professional, positive thinker, self-motivated person and excited by the new challenges involved in helping to shape access to information resources in today's research and academic libraries. Passionate about technical services with extensive knowledge of acquisition, Cataloging and classification using MARC 21, Dewey Decimal Classification, RDA (Resource Description and Access), Metadata and Koha Library System.

## Work Experience

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### July 2017 – Present:

- Librarian Specialist (Cataloging and Classification)  
Misr University for Science and Technology

#### Main Responsibilities include:

- Cataloging and Classification library materials using AACR2, RDA, LCSH and Dewey Decimal Classification using MARC 21 and Koha Library Integrated System.
- Building and maintenance Authority files (Personal names, Corporate bodies, Meetings, Uniform titles)
- Handling acquisition operations.
- Ordering books and other library material from book fairs and other book suppliers
- Providing instructional services and reference to students, university Staff.
- Providing guidance and training for the library staff.
- Participates in planning, policy formation and departmental decision making relating to science services, collections and new technologies.

## Education

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- Preparing Master's Degree of Libraries, Documents and Information Technology-Cairo University.
- Year: 2018- Present.
- Bachelor's Degree of Libraries, Documents and Information Technology-Cairo University.
- Year of Graduation: 2017.
- Grade: good.

## Training

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- August 2016 – September 2016: Central Library, Misr University for Science and Technology.
- June 2015 –March 2016: Coordinator at 6 Oct Academy
- Aug 2014 –September 2014: Librarian Specialist, Classification and Cataloging (MARC 21, RDA, AACR2); Central Library at Cairo University.

## Courses

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- **February 2020:** Data Analysis: Advanced Excel.
- **August 2019:** Advanced skills to control bibliographic and authority records using RDA and MARC 21.
- **February 2019:** Cataloging books and periodicals using koha system at Global Access Institute.
- **July 2017:** RDA Course at International Center for Libraries and Information Centers
- **February 2017:** KOHA, MARC 21, D-SPACE Courses at International Center for Libraries and Information Centers .
- **June 2015 – August 2015:** ICDL Course at 6 Oct Academy.
- **October 2013 – December 2013:** ICDL Course at Faculty of Engineering Cairo University.

## Projects

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- Using D-Space open source for building e-repository for Quality Control Unit - Faculty of Arts, Cairo University.

## Activities

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- **April 2020:** Member of the knowledge Committee in Egypt belong to United Nations Development Programme-UNDP, Al Alfi Foundation, Mohammed Bin Rashid Al Maktoum Foundation and The Ministry of Higher Education and Scientific Research.
- **March 2017:** Member of Quality Team, Faculty of Arts Cairo University.

## Workshops

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- **February 2020:** The Knowledge Week for Sustainable Development. Aims to driving active conversation between youth and decision-makers through interpreting the outcomes of the Global Knowledge Index and the results of Egypt.
- **April 2018:** BIBFRAME.
- **August 2018:** Public access to the internet through libraries as a part of IFLA International Leaders Programmer.
- **May 2017:** Developing the professional and Research Skills of Information Specialists.

## Events & Conference

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- Release of the Future Cataloging Document in Egypt.

## Languages

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- Native speaker of Arabic
- Very good command in English

## Self-Study

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- Romanization
- Library of congress classification
- Advanced Excel to Data analysis

## Computer Skills

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**Proficient or familiar with a vast array of concepts and computer technologies, including:**

- Windows
- MS Office Programs
- Researching Skills in Databases
- Library Systems (Koha, D-Space)

## Personal skills

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- Self-motivated with investigating, troubleshooting, and evaluation and analysis skills.
- Ability to work as part/ leader for team.
- Ability to work under pressure for long hours.
- outstanding communication skills.