# Ahmed Mohamed Essam

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## Education

- Diploma in Special Education Technology, Port Said University – Very Good (2015)
- Bachelor of Education Technology, Suez Canal University, Specific Education Faculty – Very Good (2009)

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## Work Experience

### Admin Training | University Centre for Career Development (UCCD), Port Said University
*Jan 2024 – Present*

- Trained around 90 faculty and staff members at Port Said University in **3 training groups** on job-related skills.
- Conducted employability skills training for 30 students at Port Said University.
- Conduct training sessions on career development and technical skills.
- Assist students in developing digital competencies.
- Tasked with providing logistical support to the center, ensuring smooth operations during training sessions and events.
- Conduct one-on-one Resume Critique sessions to review, critique, and enhance resumes for students and professionals.
- Delivered approximately 15 workshops on how to write a professional resume, pass job interviews, and search for jobs both online and offline**,** training a total of 800 students and graduates**.**
- Organized and coordinated all events within the center, including career fairs and info sessions, overseeing planning, logistics, and collaboration with speakers and participants to ensure seamless execution.
- Awareness of Sustainable Development, Governance & Egypt's vision 2030 (Training Program) National Institute for Governance and Sustainable Development.
- Training, National Institute for Governance and Sustainable Development & CISCO Networking Academy, 2025.

### Digital Library Specialist | ICT Project Centre (ICTP), Port Said University
*2011 – 2023*

- Managed digital resources and assisted students & faculty in utilizing e-learning tools.
- Provided technical support and training for online research databases.
- Worked in the field of scientific citation, helping researchers properly reference and cite academic sources.
- Supervised plagiarism detection processes for research papers and academic theses.

**Trainer Specialist | Egyptian Knowledge Bank (EKB), Port Said University**
*2019 – 2023*

- Designed instructional materials and online tutorials for EKB platform users.
- Trained approximately 10 workshops for around 500 researchers on how to effectively use the Egyptian Knowledge Bank (EKB) for academic research.

**Trainer Specialist | Egyptian Universities Librarian Consortium (EULC)**
*2020 – 2023*

- Conducted specialized digital library training sessions for university staff and students.
- Developed structured learning programs to integrate e-learning solutions into academic curricula.
- Provided advanced technical training on database navigation and digital cataloging.

**Trainer Specialist | Egyptian Schools Librarian Catalog (ESLC), Port Said Government**
*2022 – 2023*

- Delivered workshops for school librarians and teachers on educational cataloging systems.
- Provided intensive hands-on training for managing and utilizing digital school libraries.

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# Teaching & Training Experience

- Conducted ICDL training sessions for students and professionals, covering Microsoft Office applications, and data management.
- Delivered computer and network courses to various educational institutions, focusing on practical skills and industry-relevant knowledge.
- Provided one-on-one career guidance and resume critique to help individuals enhance their job application materials.
- Attended FCD1, FCD2 and FCD3 training at The American University in Cairo (AUC) to enhance teaching methodologies and career development skills.

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# Technical Skills

- **Computer & Network Skills:** CCNA, A+ Maintenance
- **Teaching & Training:** Classroom instruction, online learning platforms
- **Digital Resources:** EKB, EULC, ESLC
- **Office & IT Tools:** Microsoft Office, Google Suite, Learning Management Systems
- **Good at using AI**

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# Languages

- **Arabic:** Native
- **English:** Good