

# Enal Rachid

## Contact information

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## Objective

Certified Career services provider from National Career Development Association (NCDA), helping individuals navigate career changes and make informed decisions about their next steps. my approach includes assessing strengths, values, and interests to identify new career paths that align with individual preferences.

## Courses

- Facilitating career development training course, American university in Cairo (AUC), 2021 (120 hour).
- Training of Trainer program, Aspire Training Solutions, 2021.
- Digital Marketing course, American chamber of commerce in Egypt, 2021.
- Disability Equality training, International Labor organization, Cairo, 2019.
- Business Reports course, American university in Cairo (AUC), 2010.
- Communication Skills course, American university in Cairo (AUC), 2010.
- Public relation course, American university in Cairo (AUC), 2010.
- Conference Management, American university in Cairo (AUC), 2010.

## Work Experiences

Career developments specialist, zagazig university, Feb 2019- present

- Designing and delivering more than 350- hour career workshops.
- Working closely with social media department to establish plans for marketing events and campaigns.
- Providing 800-hour career advising sessions to students and alumni regarding the job-search process skills needed in the labour market and job opportunities in local community.
- Doing all filing works regarding the students' documents.
- Entering data on MEL system.
- Making notes during meetings and writing reports.
- Dealing with correspondences receiving and sending emails.
- Dealing with students with disabilities in workshops and career advising sessions.

Podcast presenter, Nineties FM, Cairo, 2021

- Developed and planned the content of podcast episodes, including selecting topics, creating outlines, and scripting if necessary. Consider the interests and preferences of the target audience when shaping episode ideas.
- Wrote and delivered 24 podcast episodes, including introductions, transitions, and ad reads.
- Engaged with the Audience and engaged with listeners through social media, email, or other communication channels. Respond to audience feedback, questions, and suggestions to build a loyal and interactive listener base.

Foreign Missions and Academic Supervision specialist, Zagazig university (zu), May 2017 to Feb 2019

- Drafted periodic reports on the status of mission members, scholarships and grants.
- Managed the nomination, dispatch, extension, and termination of academic or practical academic scholarships.
- Arranged monthly meetings with university grants to review. administration process to finish and handed their documentations to ministry of higher education.

International agreements and culture exchange specialist, (zu), Sep 2014 to May 2017

- Organized and developed administrative process of the cultural and scientific contacts among the university, scientific bodies, and foreign scientific research centers.
- Answered more than 20 phone calls from academic staff inquiries about university international agreements and how to apply to them.
- Handled more than 50 files of programs of exchanging professors and experts with foreign universities and institutes.
- Drafted 20 protocol projects for direct cooperation agreements between the university and foreign institutions.

Youth counselor, Ministry of Youth and Sports, Zagazig, Jan 2009 to Aug. 2014

- Implemented activities of more than 30 workshops for youth.
- Developed and founded 10 internship opportunities for youth.
- Conducted and maintained paper documentation and portfolios of trainees.
- Filed activities documentation paper to send it direct board members.

Volunteering at organization department of Suzanne Mubarak woman's international peace movement, Jan 2008 to July 2011

- Disseminated information for upcoming events and ensured that the purpose of the organization is clearly promoted
- Trained new volunteers and ensured that health and safety regulations are followed.
- Interacted with trainees and suppliers, answering questions, and resolving issues.
- Tracked and reported on operational performance.

## **Conferences and seminars**

**Participated in the third Arab Career Development Conference, Cairo, 2025**

- Delivered Creating Career Information Datasets for Career Planning workshop for more 60 attendees.
- Held two individual sessions to help participants to take clear steps in their career path.

**Participated in Tahya Misr Student Union seminar, Zagazig, 2024**

- Delivered How to raise your personal Branding through social Networking workshop for more 150 attendees.

## **Extracurricular activity**

- Honored by the 3rd Arab Career Development Conference, Cairo, 2025
- Attended Virtual NCDA Global Career Development Conference, 2022
- Attended "How to communicate effectively and appropriately with visual, hearing and mental physical disabilities workshop, international Labor organization, Cairo, 2021.
- Attended advanced preparing and presenting radio programs workshop, Nineties FM Radio, Cairo, 2021.
- Attended basic preparing and presenting radio programs, Voice over and Dubbing art workshop, Nineties FM Radio, Cairo, 2020.

- Attended the AUC regional career conference, American University of Cairo, 2019

## **Education**

Bachelor degree, Faculty of Arts, department of English, Banha University, June 2006

## **Computer and language skills**

- Very good knowledge of both spoken and written English
- Very good use of MS applications (Word, PowerPoint and Excel)