

# Amira Salah Abou Zaid

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**Objective:** 16 years' experience as a technical support, and 2 years' experience as social media specialist and professional trainer, seeking to help more students and alumni in their career path.

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## **Education**

**2026** Master's degree in computer and automatic control department, Faculty of Engineering, Tanta University.

**2007** B.Sc. Degree in Electrical Engineering Computers & Automatic Control Engineering, Faculty of Engineering, Tanta University.

**Grade: Good**

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## **Work Experience**

**March 2023 to present** Social Media Specialist at University Center for Career Development (UCCD), Faculty of Engineering, Tanta University

- Works with a team of 6 members
- Led a team of 40 volunteers.
- Conduct 18 Workshops and 2 Entrepreneurship Training.
- Train more than 855 students and alumni.
- Interviewing more than 500 students per month for the center's trainings.
- Fulfill more than 20 success individual sessions "one to one resume critique, & mock interview.
- Create & edit more than 21 posts (Facebook – Instagram – LinkedIn – Telegram - WhatsApp) weekly.
- Publish 2 posts per week about UCCD news on UCCD's website.
- Answer more than one 50 message per day on social media (Facebook – Instagram – WhatsApp – Telegram).

**Nov:2008 : March 2023** Technical support and Trainer at Management Information System (MIS)Project Tanta University.

- Trained more than 100 employees for data entry.
- Create 50 controls to enter student results into the system per year.
- Collaborated with staff to add 3000 students result at system.

**July: August 2021** Information Technology Specialist (IT) at UCCD Engineering – Tanta University.

- Create the Facebook page of UCCD Tanat Engineering.
- Interviewed more than 100 students in 2 weeks.
- Write & edited 5 posts on Facebook.

**Nov. 2007: Aug.2008** Instructor of internet techniques for Postgraduate Students – Tanta University.

- Trained more than 200 students per week.
- Arranged 24 Training courses per month.
- Published 2 web pages to Tanta University.

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## **Personal Skills**

- **Language**
    - Arabic [Mother Tongue].
    - English [Very Good].
  - **Computer Skills**
    - Microsoft Office all Versions (Word, Excel, PowerPoint, Outlook, Visio) [Very Good].
    - (Photoshop ,3dMax, Revit) [Very Good], Illustrator [Good].
    - Video editing (Filmora – Adobe Premier)
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## **Certificates**

- 12 June 2025: Certified of AI for Trainers, from Creativa Tanta hub.
- 19 May 2025: Certified Career Service Provider (CCSP) from National Career Development Association (NCDA).
- December 2024: Certified Entrepreneurship Training of Facilitators, AUC Venture lab.
- 14<sup>th</sup> July – 3<sup>rd</sup> September 2024: Certified Professional Trainer, Career Development Center, American Chamber Of Commerce in Egypt (AmCham).
- 21 October 2024: Certified as Facilitating Career Development Trainer, American University in Cairo (AUC).
- July 2020: Front end development track, One Million Arab Coders.
- August 2018: Completed the Data Analysis Track at One Million Arab Coders Initiative.
- July 2008: ORACLE 10g Developer Certificate OCP.
- February 2007: ICDL UNESCO V3.0 Certified.