

PROFESSIONAL SUMMARY

Experienced Career Development Specialist with expertise in delivering impactful workshops, personalized career counseling, and fostering strategic partnerships to support professional growth. Demonstrates strong communication, organizational, and problem-solving skills to guide individuals toward meaningful career paths. Committed to leveraging skills and experience to empower teams and drive success in career development initiatives.

EXPERIENCE

career center at Damanhour university

Damanhour
2024-present

Career Development Specialist

- Developed and implemented career development workshops to over 3,000 students and graduates, focusing on resume writing, interviewing techniques, and job search strategies.
- Provided one-on-one counseling sessions to help individuals identify their strengths, interests, and skills to pursue meaningful careers.

Rotary International

Damanhour
2024-present

Member

- Actively involved in community service initiatives, leadership development, and networking with professionals locally and internationally

Faculty of Commerce, Damanhour University

Damanhour
2022-2024

Public relations and media specialist

- organized multiple conferences both on and off campus, coordinating all logistics and ensuring successful execution enhancing student and professional engagement
- Developed and facilitated strategic partnerships with government institutions and private companies to enhance university collaboration and outreach

Faculty of Commerce, Damanhour University

Damanhour
2019-2022

Postgraduate Affairs Specialist

- Managed and structured electronic files and databases for postgraduate students (Diploma, Master's, PhD), enabling efficient retrieval and data tracking
- Assisted more than 20,000 postgraduate students throughout their academic journey, from preparatory exams to thesis documentation and final degree certification.

Faculty of Commerce, Damanhour University

Damanhour
2016-2019

Secretary in the Accounting Department

- Developed and implemented efficient filing systems to organize documents for easy retrieval.
- Maintained organized calendar of important meetings and events.

Faculty of Commerce, Damanhour University

Damanhour
2009-2016

specialist in education and student affairs, English Department

- Maintained and updated comprehensive student records, ensuring accuracy and confidentiality.
- Issued official academic statements and enrollment certificates for students at various levels.
- Prepared and processed tuition fee payment files (financial clearance sheets) for students.
- Handled military service documentation and ensured compliance with national requirements.
- Coordinated and organized exam seat numbers and ensured accurate distribution.
- Reviewed, verified, and recorded final exam results in collaboration with academic departments.
- Generated and issued academic transcripts and study records upon request.

EXPERIENCE

**the National Council for
Ministry of Youth and
Sports**
Cairo
2006-2009

Family leader in civil education

- Led and mentored over 500 young men and women through training camps focused on scientific knowledge exchange and skill development.
- Monitored and provided feedback to the team on job performance, disciplinary issues and team objectives.

**the Egyptian family
planning association**
Damanhour
2006-2008

Actively involved in community service initiatives

- Contributed to strategic planning and decision-making to support family health and community development initiatives.
- Participated in designing and overseeing awareness campaigns and social programs related to family planning, women's health, and community education

Channel "5"
Alexandria
2007-2008

Trainee broadcaster

- Acquired strong media skills, including scriptwriting, interview moderation, and TV/radio program presenting

**Al-Ahram Al-Massaie
newspaper**
Cairo
2006-2007

Trainee Journalist

- Reported live from the scene of breaking news stories for television broadcasts.
- Developed strong research skills to identify, analyze and interpret relevant information for news stories.

EDUCATION

**the Institute of Graduate
Studies and Environmental
Research**
Damanhour University
2025

**Master’s degree in environmental and Desert studies
Department of Administrative and Economic Sciences**

Faculty of Arts
Alexandria University
2008

**Bachelor of Arts, Sociology Department, Mass Communication
Division**

SKILLS

- Excellent communication
 - Time management
 - Computer skills
 - Customer service
- Organizational skills
 - Problem-solving
 - Multitasking Abilities
 - Friendly, positive attitude
- Microsoft office
 - Teamwork and collaboration
 - Active listening
 - Flexible and adaptable

CERTIFICATIONS

- Digital transformation
- Ethics and methods of scientific research
- TOEFL
- Effective presentation skills
- Arabic language course
- Modern trends in the use of technology
- Scientific writing and international publishing of scientific research
- A course to meet the needs of young people in the field of reproductive health
- Course on principles of political action and preparation for local councils
- Youth Leadership Preparation Course (Family Leader)
- Youth leaders' preparation course, National Council for Youth and Sports
- Refresher course for youth on reproductive health and gender and how to monitor and evaluate
- Youth Leadership Course in English (TALK ENGLISH)
- General education courses at the General Federation of Egyptian Trade Unions

AWARDS

- **Best Participant Award – 5th Arab Capitals Youth Forum
League of Arab States – Amman, Jordan**
Awarded for outstanding participation and engagement during the 5th Arab Capitals Youth Forum, held in cooperation with the League of Arab States in Amman, Jordan.
- **Best Debater Award – 11th Arab Youth Festival**
Organized by the National Council for Youth and Sports in cooperation with the League of Arab States – Syria
Recognized for excellence in dialogue and public speaking during the 11th Arab Youth Festival held in Syria.