

Heba Metwally Abo Ismail

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Education:

PhD Researcher, Technology and Libraries Department, Faculty of Arts, Tanta University	2025
Master of Information Technology and Libraries, Faculty of Arts, Tanta University	2024
Grade: Excellent with University exchange experience.	
Diploma of Education, Menoufia University	2011
Grade: Excellent	
Bachelor of Arts, Library and Information Science Section, Menoufia University	2010
Grade: Very Good	

Work Experience:

EST Trainer , University Center for Career Development, University (UCCD), USC	2021 – Now
<ul style="list-style-type: none">• Provide and train more than 5000 students with the labor market soft skills within a year.• Implemented 63 Employment rounds.• Encourage the student to take the step in their career.• Discuss the points they should take to develop themselves.	
Career Development Specialist , UCCD, USC	2019 – Now
<ul style="list-style-type: none">• Teach more than 5000 students about finding jobs, including how to write resumes and interviews.• Do 25 individual sessions monthly.• Qualify over 600 students for the employment Fair.• Give expert career advice to several students from all walks of life.• Select 25 high-potential students to enroll in one course.• Organize over 10 events to market for center services.• Contact with employers and Hrs. in different sectors.• Do 7 Info sessions to help students and alumni in their careers.• Create posts on the center Facebook page Monthly.• Designed 2 advertisements to encourage students to benefit from the center.• Participate in preparing 5 round tables to know the skills required in the labor market.• Build a network with coaches from different places.• Implemented many innovative ideas.• Respond to students' inquiries.• Coordinate with student entities and other student services offices to meet the student's professional development needs.• Develop professional development materials.• Present 2 topics to all UCCD Staff.• Achieve 100% career development department target.• Helped 30 students with academic research.	
Supervisor , Digital Library Project, USC	2013-2019
<ul style="list-style-type: none">• Made 30 workshops about EKB and how to use the digital library for the professors and students per year• Participated with Elsevier Publishing to give a workshop about their services to the University.	

- Led 3 persons on the team (distributed Tasks – followed up)
- Built the network with internal and external coaches and team members of the Supreme Council

Training and Courses:

Artificial intelligence, Midocean University, online	2025
LinkedIn Training – Coursera – online	2024
Entrepreneurship training (TOT) – AUC – Egypt	2023
Influencing Program – American Corner – Online	2023
Digital transformation – Tanta University	2023
Prepare English training (PET) – LCEC -Tanta University	2023
Storytelling training – Aspire Association – online	2022
Est training (TOT) – AUC – Egypt	2022
She Rises – American Center Cairo	2022
Entrepreneur course – Marwa khoider – online	2021
Career Development Facilitator (CDF) part 3– AUC – Cairo	2021
Digital Marketing – American Chamber of Commerce – online	2021
Time Management – Fadi Eldin - AL mentor – online	2021
Foundations of Project Management - Coursera – Online	2021
Disability training – ILO – Cairo	2021
English Conversation skills - 4level1 – Cairo	2020
Support aspiring entrepreneurial - Endeavor Egypt – Online	2020
Tot - Aspire Training Solution – AUC – Cairo	2020
CDF (part 2) – AUC – Cairo	2020
Master job search skills - the best answer to all questions – online	2020
CDF (part1) – AUC – Cairo	2020
How to use the global databases – Menoufia	2018
Academic Plagiarism Program – Supreme Council of University- Cairo	2018
TOT, the available sources of information at EKB – Cairo	2016
Use of Digital Library in Preparation for Research – Public Services Centre	2015
Ethics and Methodology of Scientific Research - Banha University	2015
ICDL Course – Menoufia Engineers Syndicate - Menoufia	2012

Conferences and networking:

Career Learning Hub – AUC – online	2024
International Tanta conference – Tanta University – Sharm El-Sheikh	2024
UCCD networking – AUC – Egypt	2024
NCDA Conference – AUC- Online	2022
Career Learning Hub – AUC -online	2022

Skills:

Language: Very Good in English (very good in Reading, Writing, and good in speaking)

Computer: Very Good at Word, PowerPoint, Excel, and Publisher.