

Heba AbdElGhany ElRoweny

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Summary

Career Development Facilitator and experienced Trainer with a strong background in digital skills, data analysis, and career coaching. Experienced IT & Social Media Specialist with a proven ability to manage technical operations and develop engaging online content. Strong communication and organizational skills, with professional training in Labor Market Information (LMI) from AUC and FCD (Parts 1–3) from NCDA-certified professionals. Passionate about empowering individuals and preparing them for the job market.

Work Experience

- **Data analysis with Excel Trainer**

UCCD medical Campus, Tanta University

2024 – Present

- Successfully trained over 200 students on Excel, covering beginner to advanced levels.
- Designed interactive and practical training sessions to enhance participants' understanding of Excel tools.
- Provided hands-on guidance for problem-solving and data analysis using Excel.
- Achieved high levels of participant satisfaction for clear and engaging teaching methods

- **Workshop Facilitator**

UCCD medical Campus, Tanta University

2024 – Present

- Designed and delivered interactive workshops on:
 - Resume Writing.
 - Job Search Strategies.
 - Excel for Beginners.
- Simplified complex concepts using real-life examples and group activities.
- Trained over 200 students on essential employability and digital skills.

- Applied interactive teaching methods and evaluated participants' progress.

- **Power BI Trainer – Freelance:**

Self-Employed / Freelance

2024 – Present

- Delivered individual and group training sessions on Power BI fundamentals.
- Covered key topics including data modelling, report building, and interactive dashboards.
- Provided hands-on exercises and real-life data projects.
- Trained [10] learners and supported them in building their own dashboards.

- **IT & Social Media Specialist**

UCCD medical Campus, Tanta University

2023 – Present

- Managed IT systems to ensure seamless operations and technical support for daily tasks.
- Developed and executed social media strategies to enhance online presence and engagement.
- Created and published appealing posts and campaigns aligned with brand goals.
- Monitored platform performance, analyzed metrics, and optimized content for better results.

Education

Bachelor degree of Computer Science (2008), Very Good with honor

Faculty of Computer and Information, Zagazig University.

Courses and Training:

- Facilitating Career Development – Part 1, Part 2, Part 3 (Trained by certified professionals from NCDA – National Career Development Association) 2024.
- Labor Market Information (LMI) Training Offered by The American University in Cairo (AUC) 2023.

Skills

- Microsoft Office: Proficient in Word, Excel, PowerPoint, and Outlook.
- IT Skills: System management, hardware/software troubleshooting, and networking.

Languages

- Arabic: Native
- English: Professional proficiency

