

LAILA RAMADAN SAADY

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An enthusiastic development professional practitioner looking for a management position in which I can use my ٢٠ years of expertise in project planning and execution to achieve high-quality results. My expertise includes but isn't limited to leadership and strategic guidance, project budgeting, operations plan, and logistics, stakeholder management, and managing teams towards ultimate project success.

Professional Experience

University Center for Career Development Director, Aswan University

٢٠٢٢- Present

- Ensure that the project meets its overall objectives and main outcomes.
- Consolidate the narrative and financial reports of the project.
- provide ٤٩١ practical training and employment opportunities in different sectors and specializations.
- Ensure efficient management of the grant, timely preparation, and submission of narrative and financial reports to donors.
- Establish strong relations with stakeholders to ensure community needs are met.
- Take steps to ensure that people with disabilities are included in income-generating ventures.
- Provide more than ٤٥٠٠ students with training and workshops on various topics.
- Offer more than ٦٠٠ individual career counseling, such as meetings for mock interviews and job searches.
- Plan and coordinate roundtable talks and workshops to promote networking with employers.
- Establish more than ١٢ collaboration protocols with various businesses and institutions.
- Supplying more than ٥٠٠ employment options for university graduates via connections and agreements with the labor market community.
- Organize ٣ field visits for ١١٨ students.
- Held three online job fairs and one offline job fair in which ٤٠٦ students took part.
- convince more than ١٢ businesses and institutions to participate in the job fairs as sponsors.
- Conduct ١٢ agreements with multiple companies, ٦ round tables with a total of ٦٠ companies.
- organize ٥ surveys for the Labor market with the involvement of more than ٤١٠ businesses from the Aswan Governorate
- Conduct two surveys with the involvement of over ٧٦٠ students and graduates to determine the number of fresh graduates who received work as a result of their UCCD service.

Head of community service at Farka cultural center, Aswan, Egypt

٢٠١١- Present

- Responsible for planning, managing, and executing community service projects at Fekra Cultural Centre.
- Led the volunteers' programs and evaluations.
- Handle the administration of social responsibility. Through it, community-benefiting initiatives were carried out, such as the Economic Empowerment of Nubian Women

- Regulate administrative workshops like those that teach parents of children with autism spectrum disorders how to interact with them.
- Ensure the inclusion of people with disabilities in all the activities of the organization and creating successful entrepreneurs from them.

Worden for American Citizens, American Embassy, Aswan, Egypt

٢٠١٠-present

- Help American citizens to facilitate their access to the embassy in case they're in emergencies or in need of immediate intervention.
- Attend periodic meetings to be informed of developments in safety procedures for American citizens in Egypt and abroad.

Deputy Director University Center for Career Development, Aswan University

October ٢٠١٩- November ٢٠٢٢

- Balanced distribution of workload assignments between team members
- Completed and accurate budgets and reports for events
- Ensured performance management process was in place.

Social Activities Manager, Aswan University

٢٠١٧- ٢٠١٩

- Created an annual plan for administrative activity.
- Assessed the effectiveness of the work team.
- Monitored the yearly plan's execution.
- Followed the execution of programs at the university's youth welfare departments for a number of colleges.

Head Aswan Chapter - American Field Service (AFS Egypt),

٢٠١٢-٢٠١٧

- Managed Chapter Activities
- Included the participants of cultural exchange programs in your volunteer efforts.
- Organized and marketed camps, activities, and events to contribute to making a difference in the surrounding community.

International Cooperation Office Administrator, Aswan University

٢٠١٦-٢٠١٧

- communicated with all external donors and embassies, and initiated partnerships to conduct projects and training.

Manager of girls' dorm, Sultan Qaboos University, Oman

٢٠٠١-٢٠٠٢

- Provided psychological support for girls in the university hostel.
- Followed up on the progress of work in all departments.



Professional Development

- Certified Professional Manager (ICPM, **James Madison University**, Virginia, USA, ٢٠٢٢
- Certified Facilitator for Equality in Disability, **International Labor Organization**, ٢٠٢٢
- Certified Alumni Mentorship Program, **U.S. Embassy in Cairo**, Nov ٢٠٢١-Jun ٢٠٢٢
- Certified Entrepreneurship Training of Facilitators, **American University in Cairo**, Jan-Feb ٢٠٢٣
- Certified Fundamentals of Labor Market Information, **American University in Cairo**, Jul ٢٠٢٣
- Attend important visitor leadership program IVLP in USA September ٢٠١٥

Education

١٩٩١- ١٩٩٤ Aswan Higher Institute for Social Service -
Bachelor of Arts

Key Skills

- Language:
Arabic (Native language)
English (Very good)
- Computer: Windows programs - Microsoft Office

Awards

- The best sustainable community service project in AFS Egypt, ٢٠١٦
 - The best chapter in AFS Egypt, ٢٠١٤
 - The best volunteer in AFS Egypt, ٢٠١٣
 - American Embassy Award for the role played in supporting the American care in Aswan, ٢٠١٠-٢٠١٢ -٢٠١٦
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