

Laila Delawar

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Education

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|---------------|---|
| 2019- Present | Doctor of Philosophy (PhD), Human Resources and Organizational Behavior, Alexandria University, Egypt |
| 2013-2018 | Master of Science, Business Administration, Alexandria University.
Thesis Title: “ <i>Corruption Burdens in Relation to Firm Characteristics: Evidence from Egyptian SMEs.</i> ” Research based on the World Bank Enterprise Survey data for Egypt. |
| 2009- 2012 | Bachelor of Business Administration, Faculty of Commerce (English Section), Alexandria University.
Grade: Very good, Top of Business Administration Class (1 st). |
| 2006 – 2008 | International General Certificate of Secondary Education (IGCSE), Cambridge International Examinations, UK.
El-Nasr Girls’ College (E.G.C), Alexandria. Grade: 114.5% |

Professional Certifications

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| 2026 | Facilitating Career Development Instructor,, National Career Development Association-NCDA, USA. |
| 2023 | Certified Career Service Provider, National Career Development Association-NCDA, USA. |
| 2022 | Certified Manager (CM®) -Institute of Certified Professional Managers-ICPM, James Madison University, Virginia, USA. |
| 2022 | Disability Equality Training-DET Facilitator, International Labor Organization (ILO), United Nations |

Work Experience

University Center for Career Development (UCCD), Alexandria University
The Career Center in Alexandria University is established under a MoU between the American University in Cairo (AUC) and Alexandria University. Fully funded by the USAID during initiation phase then sustained and managed by Alexandria University.

- Chosen to be the only representative of UCCD, Alexandria University at the National Association of Colleges and Employers (NACE 2022), USA virtual conference and expo from 28-29 June, 2022.
- Oversee and direct day-to-day operations of the career center.
- Supervise five staff members in four main functions: Career Development, administration and finance, Employers' relations, and IT.
- Organized and supervised 2 annual Enterprise Surveys administered by the UCCD in cooperation with the International Labor Organization (ILO), United Nations & GISR Institute for Research to explore the latest labor market trends (May 2021, May, 2022).
- Coordinated with the AUC 3 virtual career fairs; encouraged private sector companies to join the event and provided tailored career coaching services for top-notch participating university graduates.
- Organized and conducted the UCCD Employers Roundtable discussing Covid-19 labor market implications in the presence of 3 Faculty Deans and private sector employers at Alexandria University, November 2021.
- Chosen to solely represent UCCD Alexandria at the National Career Development Association (NCDA) Online Global Career Convention, USA from 29 July-1 June, 2021.
- Co-moderated the employers' roundtable with the faculty of Commerce discussing the trends in the local labor market, April 2021.
- Conduct regular performance appraisals to staff members aiming for constructive feedback and continuous improvement.
- Critiqued around 400+ résumés of university students and alumni in one-to-one sessions.
- Conduct weekly workshops covering résumé writing, job search, interview techniques and career planning.
- Train students on employability skills and personal branding in a 3-day training program at the center.
- Facilitate regular Disability Equality Training (DET) in a 2-day program at the center.
- Conduct mock interviews and career planning sessions on individual basis.
- Plan and follow-up on disabilities action plan to ensure inclusion in all career center activities.
- Plan quarterly activities including the center's courses, workshops; information and recruitment sessions and segregate the tasks among the team.
- Within the team surpassed several required quarterly targets.
- Moderated recruitment sessions with private sector employers.
- Organized the School of Continuing Education, AUC, English placement tests that were administered at Alexandria University campus and coordinated the admission of passing students to the English language courses.
- Coached and mentored career development specialist according to the NCDA guidelines.

September 2019- June 2020

Senior Career Development Specialist.

- *Provided career advising to students individually and in groups.*
- *Planned and conducted career development workshops.*
- *Coached students through résumé development, job search and interviewing process.*
- *Responsible for interviewing and admission of accepted students to the center's courses.*

Faculty of Commerce, Alexandria University

May 2019- Present

Assistant Lecturer

May 2013-May 2019

Teaching Assistant

- *Instruct Business Administration undergraduate subjects (Business Ethics, Marketing Principles, Organizational Behavior, Human Resources Management and Entrepreneurship).*
- *Supervised teams of students and graded their projects as part of the undergraduate Entrepreneurship coursework (supervised a total of 500+ students per year).*
- *Coached teams of students and evaluated their field and desk research as part of the undergraduate Strategic Human Resource Management course requirements.*
- *Assisted several university professors in their research work.*
- *Translated a number of academic research papers from Arabic to English.*

Concepts Consulting LLC

February 2018

Marketing Intern

Two-weeks internship in a management consultancy firm specialized in the areas of Management, Strategy, Marketing, and Human Resources.

- *Planned within a team the marketing campaign for a new project of ElOrouba Misr Construction Company (Ourouba Skyline).*

April 2013

VSE Company- Egyptian Navy project.

Curriculum Developer Trainee.

- *Gained exposure to the principals of developing curricula and designing students' materials.*
- *Translated studying materials from English to Arabic.*

October 2012-January 2013

New Horizons Computer Learning Centers

Marketing Representative.

- *Assisted the marketing manager in planning and executing marketing campaigns.*
- *Managed the social media pages representing New Horizons Egypt.*
- *Designed and published several printed ads for the center.*

August 2011

HSBC Bank

Customer Service, Summer Trainee.

Languages

Arabic

Mother tongue

English

Fluent

June 2019

IELTS, Overall Band Score 8.0

November 2022

IELTS, Overall Band Score 8.0

Training Courses

2025	Facilitating Career Development Instructor Training, NCD A (National Career Development Association), USA.
2022-2024	Training of Facilitators (TOF), Disability Equality Training Facilitation, International Labor Organization (ILO), United Nations.
2021	The Daring Leader, Leadership training, Aspire Training Solutions, American University in Cairo, USAID.
2021	Training of Trainers (TOT) Teaching Employability Skills for Youth, Aspire Training Solutions, American University in Cairo, USAID.
2021	Facilitating Career Development Training, NCD A (National Career Development Association), USA at the American University in Cairo (120-hours).
2020	Endeavor Egypt Entrepreneurial Sessions <i>Series of sessions on how to support aspiring entrepreneurial students.</i>
2019 & 2022	Labor Market Information Refresher, ILO, United Nations.
2019	Disability Equality Training, International Labour Organization (ILO) <i>Training that aims at promoting inclusion of persons with disabilities in programs and services relating to employment promotion, economic and social development.</i>
2019	Faculty and Leadership Development Center training courses, Alexandria University. <i>Completed six independent training courses covering:</i> <i>Research Methodologies, Rights and Duties of University Staff Assistants, Communication and Presentation Skills, Statistical Analysis Package SPSS References Management System, Use of International Databases.</i>
2012	EduEgypt ITI Course, Ministry of Higher Education, Ministry of Information Technology and IBM program. <i>A program related to “Business Process Outsourcing” focusing on language fluency and eliminate the mother tongue influence (English accent neutralization). In addition to focusing on presentation and communication skills. The second part is "Data" which focuses on increasing analytical and numerical abilities.</i>

Extra-Curricular Activities & Volunteer Work

- Pro Bono Career Coach for Jobseekers (2020–present),
Provided pro bono career advising and résumé coaching to the unemployed and to displaced job seekers helping them rebuild career strategies, regain confidence, and re-enter the labor market.
- Volunteer at the “HR Revolution Middle East” at “Alexa Employment Fair” (2017).
Counselled within a team around 200 candidates on how to improve their résumés and develop themselves to fit their dream careers.
- Former member at the Faculty of Commerce “Conferences and Seminars Organizing Committee” (2016).
- Volunteer in the “Girl Scouts of Alexandria Sporting Club” (2013).
Joined in food drives to poor districts.
- Volunteer English speaking tour guide in Bibliotheca Alexandrina (2011).
Conducted daily tours (around 20-40 tourists each), explaining the history of the ancient and modern library, which is considered one of Alexandria’s top touristic attractions.
- Former member of the Outgoing Exchange Committee, AIESEC Global Youth Organization (2011).
Responsible for marketing the exchange programs and interviewing Egyptian applicants who were interested in travelling abroad via AIESEC exchange programs.