

Mona Mohamed El-Maadawy



12, Andalous St. Zohdi district, Kafr El Sheikh, Egypt



(+2) 0124717707 (+2) 0473148997



monamaadawy@yahoo.com / mona.almaadawi@kfs.edu.eg

EXPERIENCE

-Administration and training coordinator, University Center for Career Development (UCCD), Kafr El Sheikh University, Oct. 2022 - present.

- Prepare financial reports ensuring accuracy of all data entered
- Receive and settle invoices and ensure proper financial support documents are collected and retained
- Procure office supplies, hospitality for trainings, stationery.
- Compile monthly reports in coordination with UCCD Staff
- Provide logistical support in organizing events, functions, and workshops
- Collect and file students documents and ensure the implementation of the Student Registration Policy.
- Recruit, train, and coach a team of center volunteers/student assistants in collaboration with the center staff

-Internal Awards Evaluator, Kafrelsheikh University, Oct. 2023- present

- Reviewing and evaluating nomination applications submitted by colleges in accordance with excellence standards and evaluation mechanisms, setting evaluative grades and writing strengths and opportunities for improvement to the standards
- Conduct field visits to the nominated colleges.
- Preparing reports that are sent to colleges highlighting strengths and opportunities for improvement
- Preparing to apply for nomination for the Equal Opportunity and Women's Empowerment Award at Kafrelsheikh University

-Director of the College Office for Community Service and Environmental Development Affairs, Faculty of Physical Therapy, Kafr El Sheikh University, Jan. 2023 - present.

- Preparing reports for the community service and environmental development sector.
- Community Service and Environmental Development Office Workflow Management

-Quality Control Officer at the Quality Assurance Unit, Faculty of Physical Therapy, Kafr El Sheikh University, Jan. 2013 - present.

- Administer the quality assurance workflow for the physical therapy undergraduate program.
- Coordinate the quality control for the accreditation of the bachelor of physical therapy program by the National Authority of Quality Assurance & Accreditation (NAQAA)
- Preparing the college's annual report.

-Information Technology (IT) Administrator, Faculty of Physical Therapy, Kafr El Sheikh University, Jan. 2020 - Oct. 2022

- Administered the faculty portal including website, students' information system, and social media outlets.
- Coordinated the administrative support and students counselling services including personalized support of international students.
- Communicated with faculties as IT focal point for the faculties of health sciences sector during the administration of the university-wide Covid-19 vaccination campaign.

-Coordinator of the Information and Communication Technology Training Program (ICTP), Information and Development Center, Kafr El Sheikh University, April 2011 - Jan 2013.

- Administered the training program including participants' registration, training logistic, course certification, and evaluation.

-Administrative Officer at the Digital Library at the Information and Communication Technology Training Program (ICTP), March 2010 - March 2011.

- Facilitated the access of Kafr El Sheikh University's teachers and graduate students to the digital library of the supreme council of Egyptian Universities which provided authenticated access to unlimited digital resources to support scientific research and education.

-Administrative officer, Information and Development Center, Kafr El Sheikh University, Feb. 2010 - Feb. 2011.

-Administrative officer, Alumni Department, Faculty of Commerce and Business Administration, Kafr El Sheikh University, Feb. 2006 - Feb. 2007.

-Trainee in the Public Service Program, Ministry of Solidarity & Social Affairs, Jun 2003-Jun 2004

EDUCATION

-Doctor of Business Administration (DBA), Faculty of Commerce and Business Administration, Kafr El Sheikh University, 2019 - 2022.

-Master of Business Administration (MBA), Faculty of Commerce and Business Administration, Kafr El Sheikh University, 2017 – 2019.

-Post Graduate Diploma in Business Administration, Faculty of Commerce and Business Administration, Kafr El Sheikh University, 2012 – 2014.

-Bachelor of Accounting (English Section), Faculty of Commerce and Business Administration, Tanta University, 1998-2002.

Training & Professional Development Courses

- Women Lead program in the Egyptian Governorates, National Training Academy (NTA), June 2025.

- Planning, Monitoring, and Evaluation Program, The International Center for Human Resources Management and Continuing Education, Kafr El Sheikh University, March 2025.

-Conference & Event Management, American university in Cairo (AUC) Career Center and American Chamber of Commerce, December 2023

-Evaluation mechanisms for internal awards, Ministry of Planning and Economic Development, Egypt Award for Government Excellence, October 2023.

-Career Development Facilitator Training, American university in Cairo (AUC) Career Center and National Career development Association (NCDA), August 2023.

-Women entrepreneurship training program, Technology Innovation & Entrepreneurship Center (TIEC) and Information Technology Industry Development Authority (ITIDA), December 2022.

-Digital Marketing training course, Information Technology Institute (ITI), Ministry of ICT, March-June 2022.

-Content Marketing online course, Hubspot Academy, May 2022.

-Fundamentals of Digital Transformation Certificate, Kafr El Sheikh University, March 2022

-Learning Design Lab, tutored online course, atingi learning platform, German Agency for Development Cooperation (GIZ), May-June 2021.

-Team Building and Management workshop, the Administrative Training Center, Kafr El Sheikh University, March 2020

-International Project Management tutored online course, atingi learning platform, German Agency for Development Cooperation (GIZ), March-April 2020.

-Scientific and Cultural Relations, the Administrative Training Center, Kafr El Sheikh University, April 2019.

-Principles of Civil Protection, Firefighting, and Evacuation, the Civil Protection Department, Kafr El-Sheikh Security Directorate December 2019

-Total Quality Management and the Development of Management Thought, the Administrative Training Center, Kafr El Sheikh University, November 2018.

-Successful Management Strategies, the Administrative Training Center, Kafr El Sheikh University, March 2018.

-Evolution of Entrepreneurial Universities in the MENA Region, DIES workshop, organized by DAAD Cairo office, 15-16 November 2017.

-Total Quality Management and the Development of Management Thought, Administrative Training Center, Kafr El Sheikh University, November 2017.

-Competence in Decision Making tutored online course, GIZ Capacity building international, GC21 eAcademy, Germany, 2-28 February, 2016.

-Implementing Gender Mainstreaming in Management tutored online course, GIZ capacity building international, GC21 eAcademy, Germany (15th June- 10th July), 2015.

-Knowledge Management tutored online course, GIZ capacity building international, GC21 eAcademy, Germany (10th October- 11th December), 2014.

-Institutional Performance Development, the Administrative Training Center, Kafr El Sheikh University, October 2014.

-Result Oriented Monitoring tutored online course, inWent capacity building international, GC21 eAcademy, Germany, 2010.

-Development of Basic IT Skills for Fresh Graduates Program, Ministry of ICT and Tanta University, (9 April– 22 June, 2006.

Honors/Awards

- Administrative Excellence Award, Kafrelsheikh University, For the academic year 2024/2025

Voluntary Work & Community Service

-Coordinator of the local training workshops organized for children and adolescents from Egypt in the frame of EduKid-CE project: a Transnational Education Partnership for Inspiring the Young Generation with Circular Economy”, the Royal Academy of Engineering, UK.

Skills

Computer skills: Proficient in MS Office, Adobe Photoshop, SPSS, Mendeley, Endnote, Adobe Illustrator.

Languages: Arabic (Mother tongue), English (Excellent professional knowledge).