

Eman Abd El-Aziz Ramadan

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Education:

2019	Master of Curricula and Teaching Methods Fayoum University, Egypt Major: Education Technology
2015	Special Diploma Fayoum University, Egypt Major: Education Technology
2010	Bachelor of Arts Fayoum University, Egypt Major: English

Experience:

Jan 2024 – present	Data and Information Specialist , University Career Center Development, Fayoum University, Egypt <ul style="list-style-type: none">- Market and promote the office's recruitment and career programs and events among various constituents using various tools (print, social media, etc.).- Monitor the students' attendance in training programs and ensure consistency in data collection, analysis and reporting.
June 2014 – 2024	E-Content Developer , E-learning Center, Fayoum University, Egypt <ul style="list-style-type: none">- Production of Electronic Courses.- Upload Courses and Exams on LMS Platform.
2020 - 2022	Delegated Teaching Assistant , Department of Education Technology, Faculty of Specific Education, Fayoum University <ul style="list-style-type: none">- Teach the practical side of the following courses (Photoshop- Illustrator – premiere- InDesign).

Achievement:

2021	Obtaining the Administrative Excellence Award 2021.
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Extracurricular Activities

2021 - 2023	Training faculty members at Fayoum University on how to use learning management systems in addition to managing and using various educational platforms and electronic testing systems.
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Certificate:

2025	Certified Career Services Provider (CCSP) NCDA Credentialing Commission
2025	Facilitating Career Development (FCD) , American University in Cairo.
2022	Digital Citizen
2020	Digital Transformation
2019	Tofel Certificate

Skills:

Languages: Arabic Mother tongue, good in English.

Computer:

- Proficient user of Microsoft Office application
- Proficient user of Graphic applications (Photoshop- Illustrator – premiere- InDesign)
- Articulate Storyline