

ROAYA MOSTAFA AHMED MOHAMMED

+201150178615

roaiamostafa@aswu.edu.eg

EDUCATION

Aswan University, Egypt.

MASTER'S DEGREE in History, 2021.

Aswan University, Egypt.

Bachelor of Arts, 2012.

History department, Very good grade.

WORK EXPERIENCE

University Center for career development, Aswan University, Egypt

Data & Information specialist, September 2021- until now

- Developing and managing the center's online presence - diagnosing and identifying hardware and software issues.
- Providing support to users and training UCCD staff on how to utilize management information systems and informatics.
- Marketing and promoting employment programs and events at the office among various stakeholders using different tools (print materials, social media).
- Assisting staff in designing and maintaining database management systems - developing mechanisms for data/statistics monitoring to be used in the follow-up and evaluation system.
- Supporting the center's services - monitoring student attendance in training programs and ensuring data collection, analysis, and report preparation.

scientific and cultural relations, Aswan University, Egypt

Conference and protocol specialist, June 2014- 2021

- Prepared grant files for faculty members.
- Extracted decisions related to loans, scholarships and foreign missions.
- Wrote notes for conferences and protocols for faculty members.

Mahmoodi Youth Center, Aswan, Egypt

Trainee, August 2013- May 2014

- Organized cultural seminars.
- Wrote reports and minutes on the center's activities during the month.
- took pictures of the events and presentations presented by the center for documentation in the reports.
- Participated in field visits to archaeological sites for the benefit of the youth of the center.

EXTRACURRICULAR ACTIVITIES

Ressala Association, Aswan, Egypt

Volunteer, 2010-2011

- Collected used clothes, cleaning them, putting them in bags and distributing them to the needy.
- Provided used books and presenting them to students in need .

Mahmoodi Youth Center, Aswan, Egypt

Volunteer, 2012 - 2013

- Made an annual inventory of private library books.
- Organized a cultural exhibition in the library, encouraging young people and children to read various books.
- Allocated a section for reading a new book for children every week to contribute to the development of children.
- Organized cultural competitions for the friends of the library and giving them in-kind prizes.

TRAINING

- "Certified Professional Trainer" Program – CPT ,American Chamber of Commerce, 2024.
- Labor Market Information, American University in Cairo,2023.
- Survey program, International Labor Organization in Cairo, 2023.
- Career Services Provider (CCSP), American University in Cairo,2022.
- Digital Transformation , the Information Center , Aswan University , 2021.
- the career preparation Training ,Umm Habiba Foundation "Aga Khan" , 2019.
- ICDL ,the Information Center , Aswan University,2011.

SKILLS

- Excellent working knowledge in MS office package.
- **Language:** Arabic mother tongue, good in English.