

Sarah Mahmoud Hammam

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Objective:

Looking for a full time position.

Education:

2013-2014

Faculty of Education, Alexandria University, **General Diploma in Education.**

2009-2013

Faculty of Arts, Alexandria University, **Bachelor of Arts** in Library and Information Science Department.

- Overall Grade Very Good (Ranked 4th).

Work Experience:

2018-Untill Now

Faculty of Engineering, Alexandria University

University Center for Career Development, Career Development Specialist.

- Presented About 300 Workshops about how to Write Resume, Pass Interview and Looking for Jobs.
- Organized many Events.
Arranged About 120 Courses in Engineering fields.
- Revised about 2000 Resumes.
- Prepared Students for 3 Virtual Career Fair.

2015-2018

International Relations Office, Administrator.

- Translated Grants Agreements to send It to Alexandria University President Office to get approval.
- Motivated Students in joining Foreign Universities to complete their studies.

2015-2017

Faculty of Engineering Library, Librarian.

- Created a library Database for All Books for 14 Departments.
- Classified More Than 300 Books by Topics.
- Arranged About 4000 Books by Classification Number.
- Helped More Than 5000 Students to Search About Very Specific Topics.
- Prepared Two Job Fairs.

Training:

2019

Career Development Facilitator, American University in Cairo

- Took training about Everything related to vocational education.

2013

Bibliotheca Alexandria, Reference Desk

- Helped Users to Search About Very Specific Topics to get information from books.
- Took training about Classification.

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2012

Training in Faculty of Arts & Education Library

- Designed labels to be placed on the book with the classification number.

Certificates:

- ❖ **Career Development Facilitator**, The American University in Cairo.
- ❖ **The Training of Trainers (ToT)**, Aspire Solution.
- ❖ **Disability Training**, International Labor Organization.
- ❖ **Employability Skills Training**, provided by Aspire.
- ❖ **Technical Writing**, The American University in Cairo.
- ❖ **Entrepreneurship**, Endeavor.
- ❖ **International Computer Driving License (ICDL)**, IT center, Faculty of Arts, Alexandria, Egypt.
 - Gained knowledge about the windows operation system and Microsoft suit.
- ❖ **Self-Development & Communication**, Academia.
 - Participated in a knowledge base in communication and self-development skills.
- ❖ **Reference Advanced Course**, Bibliotheca Alexandria, Egypt.
 - Trained on distribution of books on the library. by subject and find his place on the shelf.
- ❖ **Knowledge Bank**, Faculty of Engineering, Alexandria, Egypt.
 - Learned how to register Students and Staff on the system.

Skills:

Language skills: English (Very Good in Writing and Speaking).

Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, Windows and Internet Browsing.

Interests:

