

Sherief Raafat El Sayed Elhelow

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Senior Career Development Specialist, Learning and Development Specialist, Certified Trainer/Facilitator, "CCSP-FCD (NCDA)-TOPT-TOT" (Entrepreneurship/Career/Personal Branding/ Mindset) Coach.

Professional Summary:

For the past four years, I had the pleasure of being an active member of the University Center for Career Development (UCCD) team, located at Tanta University. A project powered by the USAID under the umbrella of the American University in Cairo, as a Senior Career Development Specialist and as a certified trainer, passionate about empowering individuals to reach their full potential. Conducted and presented and trained more than 100 career advising workshops in (Career Development / Career Planning / Labor Market studies / Job Hunting / LinkedIn optimization / Interview Skills / Resume Writing / Freelancing/entrepreneurship), to over 3675 alumni and students, coached more than 350 student and alumni in one-to-one sessions" Executing Personal Development Plans (PDP) " into (Career Clarity / Career planning / Job search / mock interviews / resume critique ", had the pleasure to support students -alumni in individual sessions for" Educational Planning - Career Exploration - Career Decision Making - Career Adjustment. Reinvested in my skills as a former marketing content creator, motion graphic designer, and voiceover artist and knowing more about these technical fields, creating and implementing marketing plans over social media, creating video Reels to reach over 18 million views over social media platforms, capitalizing on the career center services, these experiences have given me a unique perspective and skill set that I have been able to apply in my current role, as a career services provider very thrilled to influence younger generations and serve to numerous individuals, helping the youth to identify their strengths and achieve their professional goals is a blessing.

Qualifications:

Entrepreneurship Training of Facilitators by American University in Cairo Venture Lab.	2024
Certified Career Services Provider "CCSP" – NCDA.	2024
Facilitating Career Development Training "FCD"(AUC).	2023
Training of Trainers TOT, Aspire Training Academy, Employability Skills Training.	2023
Training of Professional Trainers - TOPT (AUC).	2022
Certified labor market information analyst (ILO).	2022
Disability Equality, International Labor Organization (ILO).	2021
Bachelor of Specific Education, Tanta University, Education Technology Division.	2008
Professional Certification, Computer & Information Technology Division, School of Continuing Education, (AUC).	2007

Experience:

Senior Career Development Specialist, "UCCD" Tanta University. March 2022 – present
Conducted and facilitated training programs and workshops delivering Offline Employability Skills Training "EST", analyzed training outputs to reevaluate and adjust the implementation of the training, with an experiential learning experience, coached students from diverse culture in one-to-one sessions "resume critique/mock interview/job searching/ career planning", using and administering career counseling assessments inventories, providing appropriate academic preparation for labor market, by building a tailored career plan, preparing them for the career readiness by conducting structured and competency based interviews for more than 5000 student applying for the career center services, bearing in mind diversity, equity, and inclusion as a core principle, collaborated with the career center team members to managing the career center workflow, coming up with new ideas and approaches, Participating in directing and implementing short-term and long-term goals, directing marketing plan for

the center's activities, Leading and managing a group of an average of 20 Intern students every quarter, managing career center online/offline courses and training list.

IT-Social Media Specialist, "UCCD", Tanta University July 2021- Feb 2022

Managed all of the career center Social Media platforms pages (Facebook – Instagram – LinkedIn), Designed and implemented marketing strategy for quarterly career center plan, Art directed the design workflow "including printed /static marketing materials / cutting-edge designs - photography – videos - media", copy write - a content creating, Interviewed an average of (20 - 40) student per day for the center's training. administrated and analyzed training list for "UCCD", coordinated courses with an average of 15 trainings per quarter, and established and trained a team of interns for the media department with an average of 10 Intern students every quarter.

Motion Graphic Designer, Focus Published Dec 2019 – June 2021
Created e-learning videos in collaboration with "The Ministry of Education", Egypt, transformed converted the primary school curriculum into interesting and interactive video material.

Senior Marketing Specialist- Media Creator, Information and Communication Technology Project" ICTP", Tanta University 2015 – 2019

Under the umbrella of the "Supreme Council of Universities," Facilitated and designed promotional marketing materials for Microsoft Office 365 features, Trained University Staff, students, and alumni, conducted online and offline training, clarified the project's features, and created leading tutorials and instructional videos for ease of use of ICTP services.

Motion Media Specialist, 700apps, Mobile Application Company, Egypt Dec 2012 – 2015

Created the cornerstone of the Motion Media department, created the main company promos and other advertising materials for mobile applications marketing campaigns.

Junior Marketing Specialist," ICTP" Tanta University Aug 2010 – Oct 2012

Guided and elaborated on Tanta University's "Staff-Students-Alumni," explaining and marketing the services of ICTP Microsoft Office 365 toolkit, new technology, and features for the Egyptian Universities IT project, under the supervision of the Supreme Council of Universities.

Motion Designer, Fi-Me TM, Multinational Adv agency May 2008 – June 2010

Created and delivered motion graphics for various media, worked with art and creative teams creating audio, video, colors, and animation for media and marketing campaigns, edited video footage and post-production effects/elements to enhance motion graphics, and created advertising catalogs for commercial use.

Online courses:

Landing a job, Openclassroom.com	Jul 2023
Deliver an effective career coaching session, Openclassroom.com	Jan 2023
Deliver an effective career coaching session, Openclassroom.com	Jan 2023
Develop a personal job search strategy, OpenClassroom.com	Dec 2022
Develop your career plan, OpenClassroom.com	Dec 2022
Building a marketing strategy for an online business, OpenClassroom.com	Nov 2022
Communicate Through Storytelling, Google Garage.	2022
Build a sales strategy for your freelance business, OpenClassroom.com	Dec 2021

Skills:

- Languages: good use of English, written and spoken.
- Computer: Skilled command of the MS Office package, mastering design - post-production apps.