*HIGHLIGHTS OF QUALIFICATIONS:*

* *Professional, qualified and skilled as Librarian with expertise in the delivery of comprehensive reference services utilizing a wide variety of technologies and formats. .*
* *Extensive experience training end-users in use of complex resources, reference sources, computer searches, and document delivery.*
* *Well versed in evaluating and assessing collections; identify and select materials to ensure comprehensive collection development.*
* *Dynamic leader with the ability to guide library staff.*
* *Qualified and skilled as French Language Teacher.*
* *Almost 20 years of experience involved in the Translation from/to French, Arabic and English Languages.*
* *Excellent communication, students control Qualified skills and ability to enhance children’s learning.*
* *Well organized, hardworking and team player.*
* *Geographical Experiences within UAE and Egypt.*

## ***WORK EXPERINCES HISTORY:***

*Grade 3 Supervisor &Head of Library section Sep., 2013– Date*

*Head of Library section - Sep., 2012 – Sep, .2013*

*American International School, UAE: Sep., 2012 – Date*

*American International School is a private, independent institution that serves students from Kindergarten to Grade 12. It has international educational program of studies meets the needs of the multi-national community in the UAE. Its High School Diploma is recognized by the Ministry of Education and accredited by CITA.*

*My scope of work as follows:
Head of Grade 3 section*

* *Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.*
* *Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the department*
* *Lead a planning process to ensure the development, implementation, and evaluation of department programs and activities.*
* *Develop with individual staff members a Professional Improvement Plan (PIP).

Librarian*
* *Select and organize materials, help students and teachers use them effectively and technical support.*
* *updating the library from manual system to computerized based system.*
* *In charge of the e-reading program (using the school personalized tablets) which was held in the school; with an aim for it to strengthen the reading skills for the students.*
* *Worked as Librarian traditionally with printed resources, kept up with ever-evolving technology and work with electronic resources that include the Internet, computerized databases, and e-books.*
* *Organizing bookfairs.*
* *was in charge in helping the school to participate in the used book fair*
* *Checks material in and out.*
* *Checks in newspapers and maintains the periodicals collection on the shelves.*
* *Prepare library display.*
* *Provides technical support and guidance for library patrons while using PCs, printers, photocopier, and scanner.*
* *Makes signs, shelf labels.*
* *Part-time organizer for the graduation celebration Planned organized and publicized a program of events and activities.*

*FRENCH TEACHER:*

*The Westminster School, UAE: Sep. 2011 – August 2012*

*The Westminster School, part of the GEMS network, is one of the largest international schools in the GCC region offering a British curriculum to several of different nationalities.*

*My scope of work as follows:*

* *Teaching the students of many levels from Grade 03 until Grade 07.*
* *Assessment / marking / report writing.*
* *Part-time organizer for the graduation celebration Planned organized and publicized a program of events and activities.*

*ARABIC & Islamic Teacher (non-Arabic students):*

*Omar Bin El-Khatab School, UAE: August 2000 – July 2001*

*My scope of work as follows:*

* *Teaching all areas of the course.*
* *Classroom management and behavior management.*
* *Assessment, marking and report writing.*
* *Attended parents’ consultation evening.*

 *LIBRARIAN & FRENCH TEACHER ASSISTANT:*

*College de la Mere de Dieu, Egypt. : April, 96 – August, 1998*

*My scope of work as follows:*

* *Teaching many of the students of all levels* *from Grade 02 until Grade 06.*
* *Worked as Librarian traditionally with printed resources, kept up with ever-evolving technology and work with electronic resources that include the Internet, computerized databases and e-books*
* *Covering all aspects of teaching across the whole primary curriculum and age range, including National Curriculum requirements and cross curricular.*
* *Assist in the assessment, marking and report writing.*
* *Part-time organizer for the graduation celebration Planned organized and publicized a program of events and activities.*

*OFFICE CO-ORDINATOR:*

*GAG International, Egypt: April, 94 – March, 1996*

*My scope of work as follows:*

* *Coordinate and Formulation procedures for systematic retention, protection, recover, transfer and disposal of records.*
* *Assist the management for monitoring and financial aspect.*
* *Management of personnel records to ensure fullness, accuracy, and timeliness.*
* *Prepares activities reports for guidance of management.*

*LIBRARIAN & FRENCH TRANSLATOR:*

*Al-Mwasah Society Library, Egypt: May 92 – Feb. 1996*

*My scope of work as follows:*

* *Librarian operator of the Islamic Library.*
* *Translator of all correspondences and letters from/ to the francophone countries.*

*FREELANCER FRENCH TEACHER:*

*October, 98 – Date*

* *Teaching many of the School students of all levels starting from grade 02 till grade 09 within the Emirate of UAE.*

*EDUCATION, COURSES & TRAINING:*

* *College De La Mere De Dieu, French College School, Egypt, 1988.*
* *B.Sc Librarian – Faculty of Arts, Licentiate of Library and information section, Alexandria University, Egypt, 1996.*
* *Coursework in Info Systems in Libraries & Information Centers. Alexandria 1997*

*COMPUTER:*

* *Operator of Microsoft office & Internet applications.*

### *TRAINING/ COURSES:*

* *Alexandria University Library – 1995 – 1996*
* *American Center Library – 1993 – 1994*
* *British Council Library – 1994 – 1995*

*RELATED INFORMATION:*

* *Languages: Fluency Arabic, French and English.*
* *Nationality: Egyptian.*

First Name of Application CV No: 1667868

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