**Dear Recruitment Personnel,**

It is with great interest that I am forwarding my resume, for your kind consideration.

After reading the job description, I am confident that I would be a perfect fit for this position, as my experience and abilities match your requirements. I have more than 15 years of experience in managing (digital libraries, educational online resources, library development and content management.

I possess exceptional management and leadership skills, technical skills, interpersonal relation and communication skills; I am sure that I will exceed your expectations and set new milestones while working for your institution. I have a proven track record of successes and always have been an asset to my employers and I have proved my leadership capabilities, skills, loyalty and dedication always and repeatedly for having and developing better libraries.

* My key skills and competencies include (but not limited to) the following:

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| * Strong Motivational, Leadership and Library Business Development. * Extensive knowledge of modern library and education methods, principles, materials. * Results orientated and focus on achieving targets and objectives. * Strong networking & global relationship building abilities. * Possess excellent administrative and supervisory skills. * Professional expert in online resources, publisher’s websites and platforms and digital libraries. * Chief negotiator and Strong influencer. * Creative, outside the box thinker. * Expert in administering and organizing education research and training programs | * Experienced in establishing and maintaining effective working relationships with the employees and outside community. * Experienced in managing library operations such as planning, budgeting and administration. * Ability to help and give a shape to the future collection process for resources. * Experienced in developing and implementing a system to ease searches. * Leadership and Business strategy Development: Ability to grasp global trends and development. * Consortium management. * Excellent presentation skills. |

Through my latest ten years of my experience as a **library director** ,**library specialist** , **Academic Affairs Coordinator** and online resources consultant , I have performed many mainfunctions apart from the standard job responsibilities; such as developing research library platform relating to the needs of the users, planning with the library users (professors, teachers, and students) for selecting effective information resources, evaluating and selecting the most beneficial information materials according to their needs and budget, providing consultancy and support to decision makers and vice presidents on the status of the university in terms of scientific research and overall view on each faculty’s outcome, have opened the opportunity for mutual relationships and partnership between my institution the university of Jordan and global institutions in Belgium-Brussels and Sweden being a representative of my institution worldwide. I have, herewith, attached my updated resume for your kind consideration. I am looking forward to work with you.

**Enclosure: Resume**

**Objective**

A dedicated **Library Director** and Consultant Specialist with 15+ years of exceptional expertise in the field of **managing Libraries** , **Digital Libraries Administration** , **Online Resources Management** & development , **Archives & Special Collections** , Modern Library Search Systems and Scientific Research Development and **Quality Control**. Seeking a challenging and rewarding library director position in a reputable and global academic institution where I can help in the **foundation**, **planning**, **implementation**, **advancement**, **supervising** and **evaluation** of its **programs and services, budgeting** and overall management process with my management and leadership skills in an esteemed and renowned educational institution . . .

**Key skills and Competencies**

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| * Strong Motivational, **Leadership** and Business Development: Ability to grasp global trends and development. * Extensive knowledge of **modern library** and education methods, principles, materials, online resources and archiving methods. * Comprehensive knowledge of integrated library systems, **MARC, OCLC records** and current technologies. * Managing all FUNDING PROCESS * Strong **networking & global relationship building** abilities. * Professional expert in online resources, **publishers websites and platforms and digital libraries,** Possess a thorough knowledge of publishers websites and platforms and digital libraries. * Ability to evaluate/rate academic staff members using **ISI and Scopus.** * Creative, **outside the box thinker**. | * Expert in administering and organizing education **research and training programs** for academic libraries. * Experienced in establishing and maintaining **effective working relationships** with the employees and outside community. * Experienced in managing library operations such as **planning**, **budgeting** and **administration**. * Ability to help and give a shape to the **future collection** process for resources and managing purchasing process. * Experienced in developing and **implementing policy recommendation.** * **Consortium Management**: Chief **negotiator**, **excellent presentation skills and Strong influencer.** * Strong **decision making and Providing consultancy** and support to decision makers and vice presidents on the status of the university in terms of **scientific research and overall view on each faculty’s outcome**. * Experienced in Library management for more than 10 years. |

**Career History, Professional Experience and Accomplishments**

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| **Library Director , Digital Library Manager , Library Executive Consultant and Academic Affairs Coordinator** | **August/2005 – Present** |
| **The University of Jordan , Zaytoonah University and Shoman org.** | **Amman, Jordan** |

***Summary Library Director (Zaytoonah University) , Digital Library Manager (The University of Jordan) and Consultant (Shoman org. Library):***

* **Senior coordinator (Library consultant) between the Deanship of Academic Research, Library and the University Presidency.**
* Responsible **for all aspects of library operations and functions**, for advocating for the library at all times, and meeting the requirements of the Library Board, the community, the staff.
* Working for more 4 years in Funding Management Systems / Analysis , Design , Process and Full Experience in XRM System.
* **Managing Academic Complex Projects , by establishing a comprehensive process and funding system.**
* Committed to the mission and philosophy of **public library service**.
* Working in **dynamic library environment**, including working with public.
* Knowledge of the **cutting edge technology** to keep library competitive.
* Preparing **professional Periodical Reports** to the Board, which has the legal responsibility for governing the library.
* Organizing and **planning agendas** for Board meetings in consultation with the President.
* Attend all **Library Board or committee meetings** except requested officially by the President.
* Describing significant activities, events, problems and concerns of the Library to the board.
* Formulating and recommending policies for Board approval, and implement the same.
* Providing **administrative support** to the Board.
* Promoting, orientation and continuing education for Board members.
* Developing the library overall **budget** and manage the library’s **money**.
* Evaluating the **effectiveness of library services in relation** to changing needs of the community and develop plans to meet those needs.
* **Evaluating future needs for library services** and resources to meet them.
* Preparing **long-range plans** for the library.
* Working at the University of Jordan and Zaytonah University Library.
* Preparing **and discussing draft annual budget** for Board consideration and decisions.
* **Preparing an annual review of library** insurance policies and recommendations for any changes.
* **Classification of staff positions** and periodic revision of job descriptions.
* **Recruitment and interviewing of candidates for positions**, i.e. I helped the University of Jordan to recruit more than 26 employees.
* Determine **work rules and regulations**.
* **Training and professional** development of employees.
* Promotion of employee work satisfaction and general staff welfare.
* Preparation of **annual evaluations of direct reports**.
* Establishing effective **communications** through news releases, e-mail or print **newsletters**, **social networks**, web sites, etc.
* Establishing and maintain effective working relationships with schools, **agencies**, **community** groups, the general public **and** the **news** **media**.
* Representing the library at and **conferences**.
* **Monitor** **public** **perceptions** of the library and its services.
* Effectively address patron complaints.
* Met with High-level delegations and VIP visitors to the Main Library and discussed with them bilateral relations between their university library and UOJ main library.
* Supervise **selection**, **acquisition**, and **processing of library materials** to meet public needs within the structure of library selection policies and budgetary limitations.
* Supervise **housekeeping**, **maintenance** and repair of building and grounds. These responsibilities are accomplished with the assistance of and through the supervisor of the library building.
* Participation in professional and suggested **meetings** as appropriate with **regional libraries**.
* Head of Dirasat Journal issued by the Deanship of Academic Research, The University of Jordan.
* Responsible for the development of Dirasat journal and its managerial publishing procedures.
* Provide consultations on library, online resources and scientific research.
* Providing the university with an **evaluation** of authors/professors affiliated with the University of Jordan who have published their work with top ranked publishers and who are indexed in ISI and Scopus.
* Providing consultancy and support/assistance to decision makers and vice presidents on the status quo of the university in terms of scientific research and the overall view on each faculty’s outcome.
* Chief negotiator: led negotiation with top ranked publishers to get the lowest price.
* Gave advisory notes and recommendations to Archive division on archiving materials, machineries, and digital archiving.
* Managed consortium subscriptions: represented the University of Jordan in all of the meetings and represented the consortium in negotiations with publishers.
* Actively spread knowledge and raised awareness on digital libraries and online resources.
* Organized a number of workshops and seminars on digital libraries and online resources and their impact on scientific research.
* Possess a thorough knowledge of publisher’s products, websites and platforms.
* Supported the university that has 17 faculties (main library and its branches), more than 3,000 doctors, researchers and 37,000 students in the field of Electronic resources.
* Enabled Remote Access services by implementing EZPROXY solution.

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| **Partner with Integrated Information Network, IIN and Office Manager (Library Sales and Marketing Manager of Online Resources)** | **2009 – 2013** |
| **Dubai, United Arab Emirates** | |
| **(Levant Branch Manager) ,Territory: Jordan, Syria, Lebanon** |  |

***Company Summary*** *“The Company**offers highly ranked information resources, digital library tools, and rich integrated library platform for academic, government, corporate and industry segments.* ***Products****: offer a complete range of products from Content, Technology to Advance Services. IIN provides access to: 900 Databases, 14,000 eJournals , 100,000 eBooks, Millions of eRefrences and Scientific Portals”.*

* Managed a regional office (Amman, Jordan) with its employees.
* Ranked # 1 agent in my territory comparing to other competitor**s.**
* Market Development & analysis in my territory: Monitored market conditions, product innovations and competitor activity, and adjusted account sales approach to address latest market developments.
* Established more than 200 new accounts in 3 years through successful client development.
* Grew customer’s base (from 15 accounts to 200 accounts in almost 3 years).
* Guaranteed customer loyalty and satisfaction: Developing strong connections, relationships and understanding across the company territories, and Strengthened customer loyalty through delivering excellent & exceptional customer services, establishing direct contact with all customers, scheduling frequent meetings with key customers, ensuring regular communications are maintained
* Possess a comprehensive knowledge of the publishers’ platforms and marketing strategies for their products.
* Trained sales teams on educational products at seminars and special events.
* Managed vital conferences with ministries and universities presidents in the region.
* Building and Enhancing Digital Libraries (Content and Tools)
* Signage of MOU’s between the company and the customers.
* Providing consulting services for library advancement and digital libraries.
* Sales Summary : growth average: 3.3% – 5% (((((( **First** year: $2,890,000 , **Second** year $3,000,000 , **Third** year $3,200,000 of **Fourth** Year $3,450,000 )))))
* Manager of a regional office located in Amman, Jordan (Levant Branch of IIN) that represents IIN Company and in charge of 3 sales representatives, representing the highest and the most qualified publisher’s content.
* Creating, proofing and editing sales proposals and correspondence.
* Increasing revenues by building sales plans and marketing strategies.
* Compiling and maintaining a customer database that documents appropriate customers contact information.
* Working closely with company executives to identify new business opportunities, securing consortium's opportunities.
* Attending the most important conferences of publishing houses in the region.
* Training (Specialized, Industry and Product Related, Workshops, Seminars).
* Special Projects (Bibliometric analysis, Editorial services, Benchmarking).
* Creating and conducting proposals, presentations, and RFP responses.
* Recording and reporting all Sales activity and progression on Company’s CRM software (SalesForce, more than 5 years of experience).
* Producing a Monthly and Quarterly (or as otherwise required) revenue sales pipeline and forecast.
* Visibility to customers: answering customers’ questions and concerns regarding products, prices and availability and other technical issues.
* Managing vital conferences with ministries and universities presidents in the region.

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| **Senior Analyst & Professional Developer (1999-2005)**  **TISGroup(1999-2003) ,EDCO co.(2003-2004) , SSC co.(2004-2005)**  **Dubai- Abu Dhabi-United Arab Emirates , Riyadh-Saudi Arabia ,Doha-Qatar , Manama,Bahrain, Muscat-Oman**  **Kuwait-Kuwait , Amman-Jordan**  **Summary:** | **1999 – 2005** |
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* **TISGroup (Jordan,UAE,Qatar,Bahrain , Oman,Kuwait,KSA):** Vehicle Managements Module that I have built from A-Z (VMS), In a big integrated system like the Auto-Link, which gained more than 10 customers in most of the Arab countries specially in Jordan besides the Gulf countries. Project manager in UAE (Abu Dhabi) for two customers who used our own designed integrated software Auto-Link and they are GM-Al Otaiebah and Peugeot- Al Omier Ben Yousef.
* **EDCO (Jordan,Oman):**Developed systems for: Inventory, Purchasing, Ordering system and the Personal Charge system, HR, Invoicing, Billing system, financial modules and the networks coverage system
* **SSC co.**: Developed a huge financial brokers system, Using (Microsoft ADO.net, ASP.net, XML.net, Visual Basic .net using SQL Server 2000 as DB environment).Developed full-integrated software (Portfolio Manager) it was designed to meet the requirements and needs of global investment firm and their customers. It provides a comprehensive range of multimarket and multi-currency functionality for detailed investment analysis.
* **TISGroup ::**Senior Programmer/Analyst in one of the biggest companies in Jordan (TISGROUP) co. for ITsolutions using Power Builder/By Sybase, SQL Server 2000.

Professional Programmer: all of the procedures of any Car-Dealership company and the necessary transactions of their business logic /rules. I was responsible for supporting many famous Customers in the field of Vehicles business in/outside Jordan.

* **EDCO (Jordan) ::** Analyzing customer requirements and needs that should be implementing.

Studying and designing the project phases of immigration from the OLD system developed in VMS/Cobol to be transferred to a new integrated system developed using ORACLE. Reporting to the GM all the important periodical reports to accomplish the implementation phase with other related departments.

* **SSC co.:** I worked in an oriented contract project with this company which was fully dedicated to develop innovative software systems for banks brokerage companies and investment firms. Also this company SSC was providing consultancy services to the specialized financial sector. Assessing the requirements of (Stock Markets, Investment Banks, and Brokerage Companies)

**Academic Qualifications**

**Graduate Student -Master‘s degree in Library & Information Science. 2016**

**B.Sc. in Computer Science** 1994 - 1998 - Al ISRA Private University-Amman, Jordan

**Grade: Excellent, with an Honor Grade.**

**Graduation project**: Inventory system for Royal Jordanian Air Force (RJAF).

Arabic: Tongue Language.

English: Fluent

**Courses Attended**

* Professional Sales Trainer 2013, in Thomson Reuters (Scientific) WOK,WOS(Web of Knowledge, Web of Science),Dubai
* Professional Sales Trainer 2013 , in SCOPUS (Elsevier),Dubai
* Professional Sales Trainer 2005-2013 , for around 30 publishers content, i.e. Elsevier, Emerald, CUP, OUP, Thomson Reuters,…etc
* Professional Sales Trainer 2013, for around 24 universities, (public and Private), Jordan, Lebanon and Syria.
* Scientific Management in World Wide Libraries & Electronic Resources, 2007, Brussels/Belgium.
* Training Course (DOAJ) administration- How to manage Serials Department, LUND University, Sweden.
* MCSE,Microsoft System Engineer full track course 2003, Jordan.
* MicrosoftCertified Professional Developer in Visual Basic .Net Programming, Jordan.
* Microsoft Certified Developer in XML .Net, Jordan.
* Microsoft Certified Developer in ASP. Net, Jordan.
* Microsoft Certified ADO. Net, Jordan.
* Microsoft Certified SQL Server 2000 Course+ SYBASE Power Builder6, Jordan.

**Personal Information**

**Marital status**: Married, 1 child.

* **Nationality**: Jordanian.
* **Sex**: Male.
* **Date & place of Birth**: April 17th, 1977 in Riyadh, Saudi Arabia.
* **Nationality**: Jordanian.

**First Name of Application CV No:** **1704954**

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