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**Rowida. I. Awes**

Personal Information

**Birth date** 30-09-1987

**Civil Statue** Married

**Religion** Muslim

**Nationality** Egyptian

**Visa**  Husband visa

Objective

to use my previous experience basic skills and studied exploitation use my ability to work and make positive energy in my life

Education

***University of Alexandria - Faculty of Art***

***“Library and Information Science”***

**Experiences**

**Current working**: Head of library - in “Dubai”

Responsibility

* Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive
* Oversees design, marketing, promotion, delivery and quality of programs, products and services
* Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
* Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
* Participation in exhibitions and cultural and artistic events both internally and externally
* Supervising of the quality books
* Determining the quality of the content of literary books

University bookshop (Sharjah)

* Worked in university book shop as Academic supervisor for all outlets institution university bookshop.
* Follow the movement of the scholarship system and coordination with the students and the work reports and follow-up with the finance of University of Sharjah.
* At the beginning of the work I put the plan to organize a books in all outlets.
* Full knowledge of the steps to prepare and print books and methods of dissemination.
* Following the completion of the arrangement and organization.
* purchasing Arabic books

IQRAA International School, In Sharjah

* Organizing books and plan to apply the Dewey Decimal Classification.
* Organizing activities for students to help them to love reading.
* Made cards to borrow books.
* Dealing with students and familiarize them with the love of  reading and book.
* Cataloging and made Dewy classification of books (paper index cards)

Library of the Faculty of Art(Academy Library)

* MARC scheme for the library
* Responsible for technical services processing of material, including cataloguing, indexing, classification and subject analysis of library materials, such as books, reference, periodicals and (audio-visual) media.

Elementary school library in Egypt

* During this period i made a logical classification of books “**Dewey Decimal”** plan where the library was devoid of logical order followed generally accepted classification schemes.
* Activities for students.
* Activating the system to borrow books.

Culture Palace Library Alexandria

* Directed library benchmarks according to plan
* Online search tools in science and engineering disciplines
* Receiving informational material and technically examining it.
* Participating as a technical member of committee for the examination of new incoming material, in the selection of the new informational material for the culture palace.

Bibliotheca Alexandrina

* worked in the Department of cataloging and classification manual, for training and undergone a review of the department head Librarians Workshop.
* Electronic cataloging work
* MARC 21  Bibliography List  Inventory of books on the subject of Autism in the Library of Alexandria in 2013.

**Professional Membership**

**(A.L.A)** The American Library Association (Present)

**Attended Training Courses**

* MARC FORMAT
* Quality Assurance standards for establishing and managing of electronic cataloging.
* Library of Congress Classification: basic & advanced skills
* ICDL
* Photoshop
* Illustrator
* Human development and self-improvement
* How to solve problems
* How to be creative in your business
* How to control your life
* Psychological guidance
* Skills
* **Anglo-American Cataloging / Marc 21 / LLC Classification / Dewy** 
  + Make classification (DDC) dew and (LC) library of congress
  + Experience in use of integrated library system.
  + Cataloguing
  + Learning speed and comprehension
  + Love of work and the application of the argument does not

postpone the day's work to tomorrow

* + Ability to work under pressure and busy environment.
  + Familiar with the documentation and aware of the documents.
  + Developing information access aids such as indexes and  annotated bibliographies, web pages, electronic pathfinders,  and online tutorials.
  + Descriptive cataloging and objectivity
  + Classification and indexing
  + Compiling lists of books, periodicals, articles, and audiovisual  materials on particular subjects.
  + Keeping records of materials acquisition, circulation, and  disposal.
  + Extraction.
  + Prepare lists of bibliographic.
  + Marc indexing

Automated Library System

* Experience in operating “ Semphony”
* Experience in operating CDS/ISSI (computerize Documentation system for integrated set of information system)
* Experience in operating ALIS (Advanced Library Information System)
* Dokshif , wasiq program for electronic archive ، وثق دوكشيف

Books

Also I’m a writer so I have many books in a different fields.

Languages

Arabic/ Mother Language

English

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| **Rowida. I. Awes – 2014524**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |