

Yara Ahmed Hamed

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Career Objective

Seeking a challenging position in my field to utilize skills gained from education and get more experiences that make me distinctive.

Education

2016 – 2020	Faculty of Arts, Department of library and Information Science, Helwan University.
Feb.2022 – Jul.2023	Pre-Master of Library and Information Science, Faculty of Arts, Helwan University.

Experience and Trainings

Date	Place of Experience or Trainings
2019	Training on The Arab Academy for Management banking and financial sciences.
2020	Training in cataloging musical scores and entering them into the future system in the Helwan University music library digitization project.
Mar.2021- Jun.2021	Working as a digital archiver and Data entry at Five Dimensions Information Technology Company, Digitization and preservation of government documents project, Ministry of International Cooperation.
Aug. 2021 – Nov. 2021	Working as a translator and researcher at Al Mojam Group.

Dec. 2021 – Until now Working as an teaching assistant in the faculty of arts, Helwan University.

Computer Skills

- MS Office Programs.
- WordPress

job Skills

- MARC 21 Format
- RDA Rules
- Koha system (Automated indexing system)
- Future system (Automated indexing system)
- Data entry
- Cataloging
- Indexing
- Digital archiving
- Data Analysis