

Nancy Mamdouh Draz

Curriculum Vitae

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PROFESSIONAL EXPERIENCE

Arab Academy for Science, Technology and Maritime Transport (AASTMT)

Alexandria, Egypt

Assistant Lecturer

September 2012-Present

- Lecturing of Logistics Information Systems, e-Logistics, Customer Relationship Management and Introduction to Supply Chain Management in the College of International Transport and Logistics.
- Coordinator of the Information Technology courses.

Teaching Assistant

2009-September 2012

- Tutoring of Logistics Information Systems and e-Logistics in the College of International Transport and Logistics.
- Coordinator of the job fair held every semester.

Speed Ahmed Hassan (Procter & Gamble Distribution Company)

Alexandria, Egypt

IT Administrator

July 2007- January 2008 (Part time)

- Hardware and software troubleshooting support.
- Modifying the server user ID and password.
- Mapping users and groups to the administrator role.
- Configure authentication and authorization mechanisms.
- Enable or disable global security.

EDUCATION

Arab Academy for Science and Technology and Maritime Transport (AASTMT)

Alexandria, Egypt

The Arab Institute for Trade and Commodities Exchange.

Master of Science, Supply Chain Management, English Section.

2009-2012

Arab Academy for Science, Technology and Maritime Transport (AASTMT)

Alexandria, Egypt

College of Computing and Information Technology.

Bachelor of Science, Specialty: Information Systems, English Section.

2005-2009

Sacred Heart Girls' School

Alexandria, Egypt

Secondary School Certificate (Thanaweya Amma)

1993-2005

SKILLS

Technical Skills

Microsoft Windows

- Advanced skills using and administrating MS Windows OS.

Microsoft Office and OpenOffice.org

- Advanced skills using spreadsheets, presentations and word processing.
 - Excellent knowledge of hardware and software troubleshooting.
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LANGUAGES

- Arabic (Native) and English (Fluent).
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GENERAL SKILLS

- Shared in implementing the Moodle system as Learning Management System.
 - Shared in the organization of conferences and workshops held in the League of Arab states and the Arab Academy for Science, Technology and Maritime Transport.
 - Good communication and problem solving skills.
 - Experience working within teams involving planning, organization and coordination.
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PERSONAL INFORMATION

Nationality	Egyptian
Date of Birth	August 28 th , 1987
Marital Status	Single