

# Nancy Mamdouh Draz

## Curriculum Vitae

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Alexandria, Egypt

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## PROFESSIONAL EXPERIENCE

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### 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.

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## EDUCATION

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### 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

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## SKILLS

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### 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

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

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- 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

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<b>Nationality</b>	Egyptian
<b>Date of Birth</b>	August 28 <sup>th</sup> , 1987
<b>Marital Status</b>	Single