

Asmaa Alaa Mahmud Esmaeil

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Work Experience

- **Faculty of science** 2014 - 2016
Vice dean's Office Manager
- **Faculty of science** 2014 - 2022
Public relations specialist
- **Faculty of science** 2015 - 2018
Youth welfare specialist
- **Faculty of science** 2021 - 2023
Library specialist

Education

- **Faculty of Arts** 2012
Department of Media
Very good with honors
- **Faculty of Education** 2013
English Diploma
Very good
- **Faculty of Arts, Menia University** 2017
Pre master degree in media
Very good
- **Department of Media, Faculty of Arts, Menya University** 2023
Master Degree
Excellent

Skills

- **Public Relations Management:** Developing and implementing public relations strategies to enhance the university's image and attract companies and employers.
- **Communication:** Ability to communicate effectively with a variety of stakeholders, including students, employers, and other employees
- **Negotiation:** Ability to negotiate successfully on employment contracts and other agreements
- **Project Management:** Ability to manage projects from start to finish
- **Analysis:** Ability to analyze data and numbers to identify opportunities and risks
- **Administrative tasks:** Skilled in efficiently managing various administrative duties and responsibilities. Experienced in coordinating schedules, organizing meetings and events, handling correspondence, managing databases, and maintaining accurate records.
- **presentation skills:** Proficient in delivering, engaging and persuasive presentations. Skilled in creating visually appealing slides, structuring content effectively, and utilizing appropriate body language and vocal tone to captivate the audience.

Achievements & Awards

- Encouraging bonus in (2017) and (2021)

Languages

- English: Very good in speaking, writing, listening and reading

Computer Skills

- **Microsoft office**
Ability to use Microsoft office programs
- **Internet**
Ability to use internet skills and use social media in work

Trainings And Courses

- **Business English course (BULATS)**
English Course from Cambridge university in Assuit University (2012)
- **Managerial course**
Course in management skills at Assuit University (2013)
- **Communication skills course**
Course in communication skills online at EDRAK platform (2013)
- **Hp E learning course**
Hp E learning course On effective presentations (2014)
- **ATFEL course**
ATFEL English course in Cairo university (2016)
- **Microsoft office 2019, outlook 2019 and internet**
Microsoft office 2019, outlook 2019 and internet In ministry of youth and sports with Microsoft (2022)
- **Digital transformation course**
Digital transformation course At Menia university (2023)
- **TOFLE course**
TOFLE course at Menia university score 503. (2023)