



SARA HAMDY AHMED

Social Worker | Graphic Designer | Administrative Assistant | Secretarial

RESUME OBJECTIVE

I hold a bachelor's degree in social work. I have worked in many professions, including a social worker, an administrative official, a secretarial, and a graphic designer, I enjoy the spirit of leadership and teamwork, I seek to achieve my ambition and join a professional work environment that contributes to developing my skills and experience.

EXPERIENCE

ADMINISTRATIVE ASSISTANT & GRAPHIC DESIGNER

ASSIUT UNIVERSITY 2008/2013

- Participated in the activities of two projects of the European Union for the development of higher education Tempus:
- From 2008-2009 with the project "Master of Terrestrial Environmental Sciences and Water Resources Management"
- From 2009-2012 in the "Master of Natural Resources" project, by preparing and processing scientific courses in the form of Sources Multimedia, processing files and various reports related to the two projects, and preparing and designing laboratories' manuals.
- Work in the digital library and the geographic information systems laboratory as a computer specialist.

SECRETARY

ASSIUT UNIVERSITY 2013/2023

- Working in receiving mail.
- Making and receiving phone calls and recording calls in the absence of the president.
- Conducting and receiving incoming and outgoing mail.
- Organizing the President's appointments and welcoming his visitors.
- Organizing, classifying and indexing archives to save data upon request.
- In addition to computer written works and designs.
- Responsible for the college's website and updating everything new about the college.
- Greeted visitors and helped them either find the appropriate person or schedule an appointment.

SOCIAL WORKER

ASSIUT UNIVERSITY 2023/ Until Now

Developing students' talents by discovering cultural, artistic, and sporting talents, as well as fans of group trips, camps, and student and mobile families, and meeting their needs through activities and services.

CONTACT

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www.linkedin.com/in/saraa-hamdy

PERSONAL

Birthday : 13th Oct 1987
Relationship : Married
Nationality : Egyptian
Languages : Arabic, English

SKILLS

Communication
Creativity
Teamwork
Organizational
Leadership
Problem Solving

SOFTWARE

Photoshop
Illustrator
InDesign
MS Office
Computer App
Internet

EDUCATION

Bachelor Degree In Social Work

Sohag University, Egypt
2004 - 2008

COURSES

- Course in human development 2008.
- Diploma Graphics
(Photoshop, Illustrator, InDesign).

HOBBIES

Travel, Computer, Internet, Reading