



Kareman Baknam Sedki Abdel Aziaz

Date of birth: 01/04/1990 | **Nationality:** Egyptian | **Gender:** Female |

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ABOUT ME

I have 13+ years of experience in lecturing and training in the library and information science sector. Now, I'm an information science associate professor at the Faculty of Arts, Cairo University.

I'm an expert in library and information science programs accreditation and helping students achieve their educational and professional goals.

I'm the go-to person for Information Systems, library Standards+ Cataloging, a Research Methods as well as motivation and planning on my team.

I'm interested in electronic publishing, as well as organizing information, information services and information systems. information literacy, Library technologies, and Artificial intelligence. Add to Research methods.

I always look forward to obtaining professional experience with Librarians, and Information professionals, not just academic experience.

WORK EXPERIENCE

2019 - CURRENT

UNIVERSITY LECTURER FACULTY OF ARTS, CAIRO UNIVERSITY

- Responsible for designs, prepares syllabus and teaching some subjects such as (Electronic Publishing - Information Measurements - Information Systems - Skills of Preparing Scientific Research) .
- Evaluates students' academic performance.
- Assisting student and academic researchers for preparing scientific research.
- Dealing with student enquiries that may involve one-on-one advice sessions.
- Assist students and academic researchers with sources which match their research needs.
- Prepare and provide professional training to the students and academic researchers of the librarianship and information technology departments in other universities.
- Coordinator the internship program for the "Field Training" Course.
- Participation in local, international scientific conferences and seminars.

2018

PLANNING AND DEVELOPMENT "EGYPTIAN JOURNAL OF DEVELOPMENT AND PLANNING SYSTEM"

- Oversees publishing processes and workflow.
- Handles the publishing collaborations with the publishers/vendors.
- Dealing with Open Journal Systems for managing and publishing electronic journal.
- Design and create an electronic journal by open journal system (OJS).
- Developing a standard list of specifications that must be available in electronic journal publishing management systems.
- Prepare and provide professional training to create an electronic journal with publishing management system.

2018 - CURRENT

MEMBER OF THE QUALITY ASSURANCE UNIT FACULTY OF ARTS, CAIRO UNIVERSITY

- Monitors and inspects measures to correct/improve the faculty's final documents to meet the proposed quality standards.

2018 - CURRENT

E-LEARNING SYSTEM CORDINATOR FACULTY OF ARTS, CAIRO UNIVERSITY

- Collaborative with the college's technical support unit to train faculty members on using the Thinqi elearning system.
- Responding to questions about uploading academic courses.
- Solving problems.

2015 – 2018

ASSISTANT LECTURER LIBRARIES AND INFORMATION SCIENCE, FACULTY OF ARTS, CAIRO UNIVERSITY

- Delivers lectures to undergraduate students.
- Coordinator the internship program for the "Field Training" Course.
- Designs practical training programs for students.
- Communicates with the information institutions in which the internships will take place.

2011 – 2015

TEACHING ASSISTANT LIBRARIES AND INFORMATION SCIENCE, FACULTY OF ARTS, CAIRO UNIVERSITY

- Delivers lectures to undergraduate students.
- Providing information literacy for students.
- Helping students for getting information.

2011 – CURRENT

TECHNICAL TRAINER FREELANCE

- Teaching individual following courses:
- Scientific Research Skills & Methods.
- Research Data Management.
- Artificial Intelligence Techniques in Developing Methods of Extraction and Retrieval of Information.
- Design and manage Open Journal Systems for managing and publishing electronic.
- Searching for information sources in international databases Skills, By EKB.
- The peer-review process and publishing Cycle.
- Bibliometric Studies.
- Descriptive cataloging and building Bibliographic and Authority records using RDA.
- Digital Archiving and Electronic Document Management Systems.
- Digitization project management.

● EDUCATION AND TRAINING

2015 – 2019 Cairo

DOCTOR OF PHILOSOPHY - PHD, LIBRARIES AND INFORMATION SCIENCE Cairo University

- Content Management Systems
- Journal Management Systems.
- Digital publishing platforms
- Publishing processes and workflow.
- Electronic Publishing.
- Research Methods.
- Information Literacy.

Website <https://scholar.cu.edu.eg/> | **Field of study** Information and Communication Technologies |

Final grade First Class Honors with a total of (95.14A) with the exchange with other universities. |

Thesis Open Source Systems for Managing Publishing Academic Journals: An Analytical study

2011 – 2015

MASTER OF ARTS - MA, LIBRARIES AND INFORMATION SCIENCE. Cairo University

- International publishing in global databases.
- University Ranking.
- Searching for information sources in international databases.
- Bibliometric Studies.

• Scientific Research Methods.

Website <https://scholar.cu.edu.eg/> |

Field of study Information and Communication Technologies & University Ranking |

Final grade Excellence, recommendation for printing, & exchange with other universities.]

Thesis Literature of Faculty Members at Cairo University Registers in International Databases: An Analytical Study.

2007 – 2011 Cairo

BACHELOR OF ARTS (B.A.), LIBRARIES AND INFORMATION SCIENCE. Department of Libraries and Information Science, Faculty of Arts, Cairo University.

2023

STRUCTURING A PUBLISHABLE PAPER MEA Emerald

2022

ARTIFICIAL INTELLIGENCE International Business Machines (IBM)

2022

THE PEER-REVIEW PROCESS AND PUBLISHING CYCLE Emerald

2022

SEARCHING FOR INFORMATION SOURCES IN INTERNATIONAL DATABASES SKILLS Egyptian Knowledge Bank (EKB)

2022

RESEARCH DATA MANAGEMENT Cairo University

2022 Cairo

DOCUMENT CONTROLLER Cairo University

2022

DIGITAL TRANSFORMATION PROJECTS. Arab Administrative Development Organization (ARADO)

2022

DECISION MAKING Nasser Higher Military Academy

2022

APPLICATIONS OF KNOWLEDGE MANAGEMENT SYSTEMS IN INFORMATION INSTITUTIONS Oman Association for Libraries and Information

2022

ARCHIVING BETWEEN TRADITIONAL AND DIGITAL Arab Union Catalog (AUC)

2020

THE FUTURE OF OPEN ACCESS AND OPEN EDUCATIONAL AND OPEN RESOURCES IN THE ARAB WORLD. Arab Union Catalog (AUC)

2020

THE PUBLISHING INDUSTRY IN ARAB UNIVERSITIES Arab Union Catalog (AUC)

2019 Cairo

INFOGRAPHIC Faculty of Arts, Cairo University

2019

PREPARING CURRICULUM MAPS Faculty of Arts, Cairo University

2015

EFFECTIVE PRESENTATION SKILLS. Faculty and Leadership Development Center (FLDC), Cairo University

2014

USING MODERN TECHNOLOGY IN TEACHING Faculty and Leadership Development Center (FLDC), Cairo University

2013

SCIENTIFIC THINKING AND ARGUMENTATION SKILLS FOR PROBLEM SOLVING German Academic Exchange Service (DAAD)

2013

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) Cairo University Center for Foreign Languages and Translation Specialist

2013

SCIENTIFIC RESEARCH ETHICS Faculty and Leadership Development Center (FLDC), Cairo University

2012

SCIENTIFIC RESEARCH SKILLS German Academic Exchange Service (DAAD)

2012

INTERNATIONAL PUBLISHING German Academic Exchange Service (DAAD)

2012

PROPOSAL WRITING SOCIAL SCIENCE German Academic Exchange Service (DAAD)

2012 Cairo

STATISTICAL ANALYSIS USING SPSS Cairo University

● LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | C2 | C2 | B1 | B1 | C1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Artificial intelligence | JCMS (Journal content management system) | Content management systems (Drupal, SharePoint) | E-learning systems | Electronic Publishing | Information Systems | Library Management | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | knowledge of

presentation platforms (PowerPoint, Prezi, Canva) | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | E-learning e Videoconferencing tools

Professional Skills

Academic Lecturing | Academic Research and Writing | Research and analytical skills | Information Retrieval | Libraries Technologies | Library Services | Research Methods | Information Literacy | Training & Development | Good listener and communicator | Team-work oriented | Organizational and planning skills | Ability to analyse, synthesize and structure information | Skills to motivate the team, achieve goals | Designs and prepares syllabus | Demonstrated leadership skills and a team player. | Public Relations & Communication | Creative writing | Good Communication and Writing Skills | Ability to work effectively and efficiently under pressure

● ADDITIONAL INFORMATION

PUBLICATIONS

[Advantage of Artificial Intelligence Techniques in Developing Methods of Extraction and Retrieval of Information : An applied study of building a search engine using IBM Watson Discovery](#)

- 2023

[Academic Electronic Journals Management Systems: Literature Review](#) - 2020

[Manage the Publication of Academic Journals using Open Journal System \(OJS\): Egyptian Journal of Development and Planning Model](#)

- 2019

[The Effect of International Publication on The Ranking of Universities: Cairo University as A Model](#) - 2015

[International Rankings of Universities: Models of Global Arab and Egyptian Universities](#) - 2015

[Use of Information Studies in Theses of Egyptian Departments of Libraries and Information: An Analytical Study](#)

- 2015
