



# Doaa Ahmed

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## Summary

educational technology specialist is skilled at increasing the efficiency of planning, preparing and implementing the process of performing tasks, writing and coordinating academic dissertations. Successful in delivering presentations on Power Point and data entry. Areas of expertise include Access, Visual Basic, and graphic designer programs..

## Skill Highlights

- An expert in the foundations and rules of formatting scientific theses
- Process implementation
- Proficient in Word, power point, Access, Excel
- Accurate forecasting
- Tasks performance improvement

## Experience

### Writing and coordinating scientific theses - from 06/2021 to 09/2023

#### private job

- Manage the modeling, planning and implementation of all tasks.
- Implementing the principles and rules in formatting the message to prepare it for printing.
- Writing and coordinating scientific research.
- Design, write and print discussion banners.

### Data entry - working on the Visual Basic program - from 07/2017 to 05/2022

#### private job

- Preparing, analyzing and entering statistical data on the client.
- Interface design and programming.

## Education

Bachelor of Information Tecnology: **May** - 2020  
**Fayoum University**, Fayoum

## Certifications

I hold an ICDL certificate from Fayoum University

## Languages

Medium in English

Master in Arabic