

SARA AMAYEH



Contact

Address:

Italy

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Languages

English-C2

Italian-A2

Persian-Native Speaker

Summary

Master's in digital humanities and digital knowledge (DHDK)University of Bologna

Master's in library and information science Bachelor of medical library and information science

Best employee of the family research institute, Shahid Beheshti University (SBU) in 2015

Skill Highlights

- Microsoft Office
- Python★★
- HTML and CSS ★★★★★
- Java Script ★★★
- End Note ★★★★★
- WordPress, SEO Analytics★★★★★
- Excellent communication skills ★★★★★
- Project Management★★★★★
- Multitasking★★★★★
- Attention to details ★★★★★

Experience

Library Manager -06/2008 to 08/2019

Shahid Beheshti University, Family Research Institute (FRI), Tehran

- Manage day-to day library operations
- Analyzed patrons' requests to determine needed information, and assisted in collecting and furnishing that information
- Helping and teaching clients how to work with information data bases and library software
- Code, classify, and catalog books, publications and other library materials based on standard library classification systems
- Organize the library to make it flexible, safe, and inviting
- Reviews and approves selection of all collection materials for purchase
- Evaluates library services and makes recommendations for improvements
- Monitors changing needs of the community and promotes library services
- Proactively engages the community regarding library services
- Research assistant in several projects
- Primary coordinator of several congresses

Education

Master of Science: Digital Humanities and Digital Knowledge(DHDK) - 2022
University of Bologna, Italy

Bachelor of Science: Medical Library and Information Science - 2008
Shahid Beheshti University of Sciences and Health Services, Tehran

Certifications

- IELTS Certificate: Overall band score: 7.5
- Data Analysis with Pandas and Python- Udemy Academy
- Applied text mining and sentiment analysis with Python- Udemy Academy