



Yara Zeyad Abdulrahman Nafe'

Personal Information

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Nationality: Jordanian
Address: Al-Jubiha - Amman
Date of Birth: 7th April 1984
Gender: Female

Work Experience

■ June 2008-Now

Princess Sumaya University for Technology Amman, Jordan www.psut.edu.jo

Head of Periodicals Section

- **Acting director in case if a head of user services section absence.**
- Preparing annual and monthly plans, reports and statistics of the periodicals unit users.
- Preparing annual budget for the unit, as well as participating in preparing the budget for the whole library.
- Management and following up the periodical's subscriptions and correspondences with publishers.
- Analyzing library system and determining inputs, outputs, operations and screens of the systems.
- Participating as a team member in the selection of printed and electronic resources for the library.
- Preparation for private, public, and ABET accreditation.
- Working with university department and faculties to follow up its needs of printed journals.
- Helping students in using journals and e-resources.
- Working with financial department to manage payment for subscriptions.
- keeping journals shelf organized.
- Following up staff member needs.
- Facilitating the use of library recourses, journals, books and database.
- Acting head of in case if head of user services section absence.

■ 14th August 2006-15th June 2008

Applied Science University Amman, Jordan www.asu.edu.jo

Librarian / Periodicals section

- Following up the periodical's subscriptions and correspondences with publishers.
- Senior the current periodicals hall.
- Helping students in using journals.
- keeping journals shelf organized.
- Facilitating the use of library recourses, journals, books and databases.

■ 18th December 2005-18th April 2006 / 21st May 2006-20 June 2006

Insurance Commission Amman, Jordan www.irc.gov.jo

Archive the IC'S historical documents

- Preparing documents for scanning purpose.
- Scanning documents and storing captured images.
- Analyzing and splitting scanned documents and storing them for further processing and indexing issues.
- Indexing stored documents.
- Retrieving stored documents for auditing entered information and verifying the stored captured images.

■ 23rd April 2006-15th May 2006

Norwegian company Jordanian maritime agencies (Barwil) Amman, Jordan www.barwil.com

Secretary at customs clearance department

- Making invoices.
- Data entry.
- All of secretary works as receiving calls, sending faxes and emails.
- Any other tasks the director recommends.

■ 12th April 2005-9th June 2005

Jordan Engineers Association Amman, Jordan www.jea.org.jo

Trainee

- Data input.
- Admission and Registration.
- Audience services.
- Library works.
- Reportaging.
- Engineers identities preparation.
- Work on computer systems: PSTERM + Oracle.
- Participate in workshops and conferences.

■ 9th February 2005-12th April 2005

Jordan Medical Association Amman, Jordan www.jma.org.jo

Trainee at the library

- Inserting Arabic and English books on the system WIN\ISIS
- Labeling books.
- Renewal journal subscriptions.
- Assist in the preparation of the press archive.

Education & Training courses

■ 2001-2005 B. Sci. degree in "**Library and information science**"

Rank: Very good

Al Zarqa Private University Zarqa, Jordan www.zpu.edu.jo

Graduation project: students of the Faculty of Economics at the Hashemite University demand on periodicals section of the library.

University training: al Zarqa Private University Library

■ June 2013 until now

MBA in Practice

Change Zone Amman, Jordan [http:// www.changezone.org/](http://www.changezone.org/)

■ 28th-30th January 2013

Analytical indexing

Arabic Union Catalogue (Jordan University) Riyadh, Saudi Arabia <http://www.kapl.org.sa>

■ 23rd-24th September 2012

Indexing continuous material (Periodical) in Marc 21

Arabic Union Catalogue (Jordan University) Amman, Jordan www.ju.edu.jo

■ 28th-29th November 2011

Leadership skills and change management course

Royal Scientific Society Amman, Jordan www.rss.jo

■ 24th-28th August 2008

Marc 21 for books course

Al Zaytoonah University Amman, Jordan www.zuj.edu.jo

■ 3rd-7th July 2011

How to use EBSCO databases course

Entitles its owner to train people to use EBSCO database and answer any questions about EBSCO host company Amman, Jordan www.ebscohost.com

■ 25th September 2005-3rd October 2005

ISO 9001:2000 and Internal Auditing Principles course

Attainment certificate and Course attendance certificate
Jordan Engineers Association Amman, Jordan www.jea.org.jo

■ 15th July 2005-21st August 2005

International Computer Driving License (ICDL) course

UNESCO certificate
The Jordan telecom fund Amman, Jordan www.orange.jo

■ 2008-2009

English courses

Al Wehdah centre Amman, Jordan www.orange.jo

Languages

■ Mother tongue: Arabic

■ Other language: English (Reading, writing, listening and speaking)
TOEFL ITP score: 430/677

Personal and social skills and competences

- Excellent decision making skills.
- Excellent communication skills.
- Ability to work under pressure.
- Ability and aptitude to work with student.
- Motivated personality.
- Organized respect time.
- Understand and learn quickly.
- Handling kids.

Technical skills and competences

- Preparation and designing a magazine: (AL-Zanbaqa: El-Hassan library magazine (PSUT)).
- Designing videos.
- Cacher at Habboub market.
- Printing from the house.

Computer skills and competences

- Excellent in computer skills (Word, Excel, Power point, Internet and Publisher).
- Excellent typing skills in Arabic and English.
- Excellent in using Internet.
- Using WIN\ISIS and CDS\ISIS which are specialized database systems for libraries.
- Utilizing the Oracle and SQL library systems.
- Excellent skills for using e-resources and databases.
- Excellent skills for using Ulrich's Serials Analysis System.

Others skills and competences

- Designing videos using movie maker.
- Designing photos and cards.
- Walking and sporting.
- Travelling.
- Touring.
- Driving license: Jordan (category C)

Conferences and workshop

- Sixth Conference of the librarians Jordanians (cultural role of libraries and information centers), Yarmouk university, 28th – 29th November 2007
- The seventh Conference of the librarians Jordanians (libraries in Jordan and the challenges of the electronic age), Al-Balqa applied university, 22nd – 23rd December 2008
- Ninth Conference for librarians Jordanian (Jordanian libraries in the digital environment), Al-Zarqa private university, 20-21st October 2010
- International Conference (libraries and information centers in a digital environment variable), Amman, 29th -31st October 2013

Thanks letters

- Jordan Engineers Association, 27th December 2005: (Effort and dedication through training in the audience service unit)
- Insurance Commission, 16th August 2005: (For your efforts in the implementation of archiving the IC'S historical documents)

Volunteer experiences

- Assistance in processing and organizing a meeting for the directors of university libraries.
- Participating in charity works at Ramadan.
- Member of the organizing committee in the conference of Jordanian librarians.