

# Heba Tollah Abdeen

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## Summary

- I am a graduate of the Faculty of Arts, Cairo University, I am seeking a job in a collaborative and professional work environment, enabling me to develop myself and gain experience and skills that make me able to develop my work to achieve common objectives.

## Education

- Bachelor of Arts in Libraries and Information Science, University of Cairo 2012.
- Pre-Masters in Library Science since 2013.

## Work Experience

- Librarian in El Sana School.
- Al Omran Modern Languages School.

## Certifications

- English courses.
- Diploma from Interior Design.
- ICDL.

## Languages

- Arabic (Native).
- English (good).

## Personality Skills

- Relevant experience of handling and cataloging library information resources.
- Thorough knowledge of cataloging standards, AACR2 rules, MARC records format, and Dewey Decimal classification.
- Commendable knowledge of automated library system and metadata standards.
- Familiarity with print and electronic reference resources and serials cataloging.
- Ability to communicate staff, patrons and public in a professional manner.
- Ability to develop and maintain original and accurate cataloging records.