

## Curriculum Vitae

# Maram Almarwan

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### **Personal information**

Name: Maram Mohammad Almarwan

Nationality: Saudi

Email address: malmarwan@ksu.edu.sa

### **Languages**

- ❖ Arabic: fluent both written and spoken.
- ❖ English: very good

### **Career Objectives:**

Achieve the vision that I had set for myself, which is to develop the university's library and pursuit post graduate studies.

### **Educational qualifications**

- ❖ Masters degree in the Department of information Science at the College of Arts King Saud University .
- ❖ Bachelor's degree in Library and Information Sciences from the Faculty of Social Sciences from the University of Imam Muhammad Bin Saud Islamic .

### **Present Employment**

- ❖ Demonstrator of king Saud University at the Deanship of Library Affairs

### **Employment History**

- ❖ ( Present ) King Saud University, at the Deanship of Library Affairs.
- ❖ Riyadh Municipality Women's Unit as data entering in the information technology section.
- ❖ Trainer at the Club fifth summer of University Imam Muhammad Bin Saud Islamic for six weeks

### **Training courses:**

- ❖ Training courses on developing administrative communication skills from Riyadh Municipality. Duration of 3 days, 9 hours/day.
- ❖ End notes training on organizing references. Duration of 2 hours at the Research Center, King Saud University, Malaz Campus.
- ❖ Technical procedures for the Unified Arabic Index for 5 days at King Abdul-Aziz Public Library.
- ❖ ICDL from Areba Institute.
- ❖ Training on role of the Saudi digital library in serving higher education at the National E-learning Center.

### **Workshops**

- ❖ Understanding and applying quality in libraries. Duration of 2 hours.
- ❖ Circles of change, duration of 7 hours per instructor.
- ❖ Library systems for 5 days, 10 hours a day at King Saud University, Olaysha.
- ❖ External and internal analysis of the deanship libraries.

### **Administrative Experience:**

- ❖ Supervisor of the cultural and social programs from one year.
- ❖ Member of the committee for writing the yearly report of the deanship libraries from one year.

### **Skills**

- ❖ Skills of persuasion.
- ❖ Performance under pressure.
- ❖ Excellence in individual and team work alike.
- ❖ Computer Skills for Office programs
- ❖ Adapt to new tasks.

### **Letters and Certificates of Appreciation:**

- ❖ Letter of appreciation from the dean of Library Affairs, King Saud University for "Uprising of the cultural programs and improving the image of the library for interactive cultural environment"
- ❖ Letter of appreciation for the efforts spent in helping the deanship in "For the love of Saudi" festival.
- ❖ Award of academic excellence from the college of Social Sciences, department of libraries, Imam Bin Saud University.