**CURRICULUM VITAE**

**Name: ElhamEl-Shafie Mohamed**

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* 0537262500

Career Objective

A Qualified Professor Assistant with more than 10 years of experience at educational institutions, teaching students from various social and cultural backgrounds, having good verbal and written communication skills, along with, constructive and effective teaching methods that promote a stimulating learning environment. I am able to work in a managerial role or as part of team, and having the proven ability to provide good educational quality to the students. Currently I amlooking for suitable academic opportunities for more academic career development.

Key Competencies Skills

* Highly gifted research and teaching aptitude.
* In-depth knowledge of various techniques and approaches applied at a research project.
* Perfect knowledge about the common job duties of a lecturer and ability to perform them efficiently.
* A familiarity with the general administrative environment at educational institutes and idea about their practices.
* A familiarity with the requirement and the 21 standards of the AACSB through joining the Quality Committee and Accreditation committee of the Management Department in the CBA. KSU. (2011-till now)
* A familiarity with the process of Assurance of Learning (AOL) as a core of the AACSB requirement through joining the AOL committee of the of the CBA. KSU. (2016)

Academic Qualification

* Bachelor degree, very good with honors, in business administration, faculty of commerce, Cairo University,1990.
* Master degrees, in business administration, the title of the dissertation is “the customer role in the service production and its effect of the quality applying on the air transportation service (Egypt Air case study), faculty of commerce, Cairo University, 1998
* Degree of Doctor of philosophy in business administration, the title of the dissertation is “the role of knowledge management in increasing of organizations’ competitiveness ‘Empirical study on the pharmaceutical industry in the UK “(joint research between Cairo university, Egypt and Keele University,UK) 2011.

Technical Skills

* Good working knowledge of Microsoft Office 2003.
* Hardware Networking.
* Good Working of Package of Articulate (Engage\Relay/Presenter /Quiz maker)
* Good Working of the Blackboard & the Learning Management System(LMS)

Experience Summary

**Cairo University, Cairo, Egypt**

Working as a Lecturer in the faculty of commerce, management department, Cairo University,from 10-11-1990 to 1-2- 1999

Working as an instructor assistant in faculty of commerce,, management department , Cairo University , from 2-2 -1999 to 27-4-2011

Working as an instructor in faculty of commerce, management department, Cairo University, from 28-4 -2011 to 31-12-2011

**King Saud University, Riyadh, Saudi Arabia**

Working as a Professor Assistant in College of Business Administration, King Saud University, from January 2012 until now.

**Responsibilities Include:**

I am responsible for carrying out teaching and research duties. Involved in the administration of degree courses as well as responsible for lectures and supervising seminars.

**Subjects**:

**Graduation**: Operation Management, Strategic Management, Managerial Leadership, Organizational Behavior & Knowledge Management.

**Post graduate**: MBA, MBUs :Operation Management

**Responsibilities:**

* Delivering lectures to groups of students and using advanced teaching techniques to inspire and motivate them for higher level qualifications and then employment.
* Involved in the research and designing of new courses and materials.
* Assessing student’s course work and material.
* Involved in the set-up of exams and the marking of results.
* Responsible for the departmental administrative tasks.
* Represented the institution at professional conferences and seminars, and contributing to these as necessary
* Providing mentoring, advice and support to students on a personal level.
* Implementing University research projects and involved in its publication.

Intellectual Qualification

***Conferences***

* **Attending as an author participated in the European Conference on Knowledge Management ECKM, which was holding (3-5 September 2009) in Vicenza at ITALY**
* **Participation and presenter a work papering the Symposium of Keele University. UK 2008.**
* **Participation as an attendance in the BAM conference by the British Academy of Management which was holding in Brighton 2009 at UK**
* **Participation by organizing and attending the first conference of the Colleges of Business Administration Universities of the Gulf Cooperation Council (GCC) Sunday - Monday 16-17 February 2014.**
* **Participation in referring the wok presented to the fifth Scientific Symposium of king Saud University 2014.**
* **Participation by attending the second Saudi internationalconference on scientific publication of King Saud University 11-13 October 2015.**

***Training Courses***

* **Academic Writing Skill (training course from 29-2/ to 14-3/2009 atKeele University UK)**
* **Introduction to Teaching at Keele University (training course from 23-1 to 7-2 2009 at UK)**
* **Quantitative data analysis (training course from 30-1/ to 20/2/2009 at UK)**
* **International Publishing of Research (training course from 21-3 /to 23/3/2011 at Cairo University)**
* **Use of Technology in teaching (training course from 29-31/2011 at Cairo University)**
* **Credit Hour System (training course from 21-23/2011 at Cairo University)**
* **Research Team Management (training course from 29-3/ to 31/3/2011 at Cairo University)**
* **Time and Conference Management (training course from 26/3 to 28/3/2011 at Cairo University)**
* **Quality Standards in teaching (training course from 26/3 to 28/3/2011 at Cairo University)**
* **Internal auditing (training course from 8/5 to 11/5/2012 at King Saud University)**
* **Learning Through Problem Solving Strategy (training course from 25-26/8/2013 Deanship of skills development, king Saud University, Saudi Arabia.**
* **Creative Teaching Skills (training course 27/8/2013 Deanship of skills development, king Saud University, Saudi Arabia.**
* **Assessment of learning outcomes (training course 12/9/2013)Deanship of skills development, king Saud University, Saudi Arabia.**
* **Publication in international periodicals. (10-11- 2014) Deanship of skills development, king Saud University, Saudi Arabia.**
* **Statistical Analysis by SPSS, 13-15 /12/015 Skills Two. king Saud University, Saudi Arabia**
* **Fundamentals of Learning Management System (20-21/1/2016) Deanship of skills development, king Saud University, Saudi Arabia.**

***Training Courses I’ve performed***

* **Knowledge Management (training course from 16/to 19/3/2013 at Riyadh Chamber of Commerce)**
* **Management Terminology in English (training course from 13/to 16/4/2013 at Riyadh Chamber of Commerce)**

***Workshops & seminars***

* **Innovation and product development seminar (22 October 2009 atKeele University UK)**
* **Knowledge Management seminar (28 May 2009 at Keele University UK)**
* **Presentation Skill workshop (Oral Presentation in conferences) (5/12/ 2009 at Keele University UK)**
* **Invigilator Training Workshop (9/12/2009 at Keele University UK)**
* **Project Management Workshop (18/12/ 2009 at Keele University UK)**
* **Professional and Personal Development Workshop (6/2/2010 atKeele University UK**
* **Teaching File – Workshop** by **the Research Center, Studies center for Female Section- skills development & quality center King Saud University 13-5-1433**
* **Rubric system for assess students workshop by the development of the skills and quality unit King Saud University 16-5-1433**
* **Learning Outcomes Assessment** **workshop by the development of the skills and quality unit King Saud University 4-9-2013**
* **The knowledge industry system, workshop (10-11-2013 at King Saud University) Saudi Arabia.**
* **Teaching Effectiveness Seminar (20-11-2013 at King Saud University) Saudi Arabia.**
* **The CBA Mission Awareness .The Deanship of Quality and Development at CBA .I Semester of 2014-2015.**
* **Scope of AACBA Accreditation \ AQ&PQ Faculty Member. The Deanship of Quality and Development at CBA.I Semester of 2014-2015**
* **Intellectual contribution profile of faculty members. The Deanship of Quality and Development at CBA . II Semester of 2014-2015.**
* **Advanced Assurance of learning – closing the loop. The Deanship of Quality and Development at CBA .I Semester of 2014-2015**
* **AACSB-2003 standards and faculty member in Accreditation. The Deanship of Quality and Development at CBA .I Semester of 2014-2015 .**
* **Analysis of course report.The Deanship of Quality and Development at CBA . I Semester of 2014-2015 .**
* **AACSB Workshop teaching effectiveness \ student engagement. The Deanship of Quality and Development at CBA. I Semester of 2014-2015 .**
* **Using and writing Cases in Business Administration, Workshop by Dr. William Ellet (8-9, April 2014) at Deanship of skills development, king Saud University, Saudi Arabia.**
* **Review & development of Cases in Business Administration, Workshop by Dr. William Ellet (10 April, 2014) at Deanship of skills development, king Saud University, Saudi Arabia.**
* **Operating and applying the smart blackboard in the educational process (12-5-2014) at Deanship of skills development, king Saud University, Saudi Arabia.**
* **Design tests electronically (7-5-2014). Deanship of skills development, king Saud University, Saudi Arabia.**
* **New directions to do research &publication**. **The Deanship of Quality and Development at CBA. 2014.king Saud University, Saudi Arabia.**
* **Student Engagement Follow-Up. The Deanship of Quality and Development at CBA II Semester of 2014-2015.king Saud University, Saudi Arabia.**
* **Writing Effectiveness Course Report. The Deanship of Quality and Development at CBA.II Semester of 2014-2015.king Saud University, Saudi Arabia.**
* **Teaching Effectiveness. The Deanship of Quality and Development at CBA. II Semester of 2014-2015.king Saud University, Saudi Arabia.**
* **Workshop to explore new effective methods of assessment. The Deanship of Quality and Development at CBA. II Semester of 2014-2015.king Saud University, Saudi Arabia.**
* **Workshop for building Rubric. The Deanship of Quality and Development at CBA. II Semester of 2014-2015. king Saud University, Saudi Arabia.**
* **The Mechanisms of publishing in ISI, Research Center for the humanities.4-5-2015.king Saud University, Saudi Arabia.**
* **Statistical Analysis Using SPSS, 13-15 /12/2015 Skills Two. king Saud University, Saudi Arabia.**
* **“Learning System Management, 22-12-2015 king Saud University, Saudi Arabia.**
* **“The role of faculty member to comply with AACSB Accreditation”, 28-12 2015.king Saud University, Saudi Arabia.**

***Workshop I’ve performed***

* **“Still Assurance of Learning (AOL) is NOT clear?” Workshop for the AOL at CBA February, 2015.**
* **“An Overview of the 21 Standards of the AACSB “. Workshop for the AOL at CBA Female Section Management Department October ,2015.**
* **‘’AOL Basics & Foundations‘’, Workshop for the AOL at CBA Female Section Management Department 6- 2-2016.**

***Thesis***

* ***Participation in the discussion of Master thesis, titled submitted ‘’the implementation of Total quality management and its relationship on customer satisfaction ‘’*** King Abdul-Aziz Medical City for National Guard, for Fatima Mushabab Ali, Al- Qahtani .at Naif Arab University for security sciences. 21- 6-1434.
* ***Participation in the discussion of Master thesis, titled submitted Administrative***‘’leadership styles and their relationship to the prevailing feminist level of job satisfaction for employees to Argue girl Princess’’,for Fatima Nasser Mohammed Al Bishi at Naïf Arab University for security sciences. 6- 7-1434.--(6-7-2014)

***Publications***

* **El-Shafie, Elham (2009) “Building and sustaining a Competitive Advantages through Knowledge Management”, paper presented at 10th European Conference on knowledge management, Italy,** **3-5 September.**
* **El-Shafie, Elham (2015) ‘Innovation through Knowledge Management Technology, Chapter under processing to be published in “Technology for Creativity and Innovation: Tools, Techniques and applications” Handbook**
* **El-Shafie, Elham (2015) ‘’ Knowledge management; Fundamental and Principles’’ Under processing**

Services

For Students**:**

* Helping them in building the students Communication Skills.
* Improving or developing their oral and presentation skills.
* Guiding & Mentoring Students.
* Help them how to choose their educational path.
* Provide the students with the honest advices all the time.
* Do a review of many of the questionnaires provided by the master's and doctoral students from inside and outside the School of Management at the University of King Saud.
* Participate in the evaluation of research students within the activities of the fifth scientific meeting Saturday, 22 first spring 1435 Gate 5 Terminal 1.
* Prepare and organize the sharing knowledge day in order to engage the students in applying the theory of creating new knowledge (sharing knowledge between students and faculty members)
* Participate in nominating the ideal student at the college level.
* Attend the second quality forum entitled ‘My responsibility toward my assessment ‘21- 6-1435
* Attend the open meeting of the students with the Dean 16-1- 1435
* Attend the first meeting of the scientific posters graduate students Research 13-14 \ 6 \ 1435

**For Department:**

* Participate in the regular Departmental and administrative activities.
* Participate in many interviews for the new master and PhD students
* Participate in many interviewing for the new lecturers and providing the honest advices
* Participated as a faulty member in the Best Faculty Award Committee II semester of 20142015
* Participated as speaker in the event of the ethical of academic research. CBA 16-11-2015
* Participate as organized and performed meetings for the quality requirement

**For Committees:**

* Member of the assurance quality Committee
* Attendance all the professional association development meetings
* Participate by Presentations at professional association meetings
* Participate by performing the required professional association meetings ( Quality & AOL)

Interest

* + Witting poetry and fiction stories
  + Reading
  + Sports

Personnel Information

Husband Name: Ayman Abd-el-Kader

Date of Birth: 24-10-1968

Nationality: Egyptian

Marital Status: Married and mother of two kids

Religion: Muslim

Language Known: Arabic & English

Reference: Available on Request