

# CURRICULUM VITAE

## Personal Information:

**Nagwa Moustafa Mohamed Rashed**

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## Qualifications:

- **Master Degree in Education** in "Educational Administration", Tanta University (April 2006 Grade Excellent).
- **Special Diploma in Education** major "Comparative Education Administration", Tanta University (June 2003 Grade **Very Good** 87.13%).
- **Professional Diploma in Education** major "School Management", Tanta University (June 2002 Grade **Very Good** 81.17%).
- **Bachelor of Art** from faculty of Education major "Philosophy& Social", Tanta University (May 2001 Grade **Good**).
- Diploma in family and Educational counsellant from New York University and the American Institute of Development1439.
- Diploma in Psychoanalysis and Analysis from New York University and the American Institute of Development1439.

## Experience:

- 6 Years Experience In Training And Preparing Educational Bags In National Centre for Human Development, Training and Legal Advice.
- Preparation of training bags and deputy of the Center for Human Development, Training and Legal Consultancy March 2003 till December 2009 working in Communication Skills, Self Development and Planning skills at HRDTNC "Human Recourse Development and Training National Center"
- Skills Instructor at Imam Muhammad Ibn Saud Islamic University from Sep2010 to Sep 2012.
- Skills Instructor (communication skills - Learning, Thinking and Research Skills and - Ethics) in Self Development Skills Dep of Deanship of the preparatory year at Najran University.
- Teaching through E-learning and Virtual classes in the preparatory year at at Deanship of the preparatory year at Najran University.
- Family and Educational Counsellant.
- Consultant in Psychoanalysis and Measurement .

## **Scientific Research and Published Papers:**

- A suggested Visualization To Apply The Total Quality in Secondary School Management in Egypt 2006.
- Article "University Accreditation between Reality and Hope" in the Journal of Echo University, Najran University, Issue 18, 2015.
- A paper accepted by First International Conference on Training Development (ICOTD2018) Entitled "Ensuring the quality and adoption of the supervision of scientific messages in Egypt in light of the experience of Germany.

## **Scientific Research Under Procedure:**

- A suggested Visualization To Ensure Quality of supervision of the Master's and Doctoral thesis in Egyptian universities.
- A suggested Visualization of the role of academic supervisor in the light of the quality assurance entrance.

## **Experience During work:**

- Chairperson of Committee Student Activities At Deanship of the preparatory year in Imam Muhammad Bin Saud Islamic University From 2010 Until 2011.
- Chairperson of Committee Student Activities At Deanship of the preparatory year in Najran University From 2012 Until Now.
- Chairperson of Committee Security and Safety At Deanship of the preparatory year at Najran University From 2012 Until 2017.
- Member of the Quality Committee and within the team of preparing the vision and mission at Najran University in 2013
- Member of the Student Affairs Committee with Development and Quality Unit in Deanship of the Preparatory Year, August 2012 to 2018.
- Academic Advisor in the Deanship of the preparatory year at Najran University from 2012 until now.
- Member of the Committee of Facilities and Equipment in the Development and Quality Unit, Deanship of the Preparatory Year until 2018.
- Member of the Commission Review Papers Test of Self Development Skills Dep In Deanship of the preparatory year at Najran University.
- Member of the Council of the Self Development Skills Dep At Deanship of the preparatory year Najran University From 2012 Until Now.
- Deputy of the skills development committee in the preparatory year at the University of Najran since 2016 until now.
- Vice-Chairman of the Learning Resources Committee in the preparatory year at Najran University.
- Coordinator of the skills of learning, thinking and research in the Department of self-development skills in the Deanship of the preparatory year at the University of Najran.
- Administration of the preparatory year - Girls and management and follow-up of the tests of the Deanship of the preparatory year during the summer semester 1438-1439

## **Community Service**

- Participate in activating the school project that promotes positive behavior in the sixth secondary school in the security forces in USA 23L3L1437 H.
- Participated in Lecture Possitive and Motivation in Fifth Conference of The Doctor of Third Millinium Feb. 12/2/2009
- Participated with Lecture: Planning and Goal Setting in Hizp El Gabha in cairo 20-21/3/200
- give a workshop to Staff "all together, hand in hand" In Imam Muhammad Bin Saud Islamic University 11/5 /1433.
- Participated in the development Courses of the company experts education (communication skills - learning skills, thinking and research - ethics of the profession).
- Participated in workshop to Staff " Entitled" Art of Dealing with Deans and Heads of Departments" In Najran University 25/5 /1433.
- Participated in workshop to Staff "How transformative work pressures to stimuli" In Najran University 26 / 7/1437 AH

### Courses Taught :

- Teaching Learning, thinking and research skills
- communication skills
- Professional ethics

### Training Sessions

- Passed the training programme "train the trainer" "Golden Level".
- Training courses in human development of the Association of Businessmen:
- Integrated Personalization "Planning - Thinking & Creativity - Time Management - Customer Service".
- Presentation and Presentation Skills: "The Art of Authoring - Presentation and Presentation Skills".
- Communication skills: "The conditions of communication success and its principles and the art of successful communication with others."
- Interpersonal Skills Course
- The art of selling.
- Tajweed Course In Dar AlKassrawy.
- Workshop "Lessons And Acress From The Biography Of The Best Of Humanity" Imam University 22/ 3/ 1433.
- Workshop "A journey of self in the depths" Imam University 6/4/1433.
- Workshop " How To I mprove Your Teaching" Imam University 13/4/1433.
- Workshop " Get Started Towards Your Goal And Choose Your Specialty" Imam University 13/4 /1433.
- Workshop" Recent Trends In Teaching" In Skills Development Unit Deanship for Development and Quality Najran University From 8 /10/2012 To 9/10/2012.
- Workshop" Use Of Technology In Education" In Skills Development Unit Deanship for Development and Quality Najran University From 19/11/2012 To 20/11/2012.

- **Workshop" Examination Systems and Student Evaluation" In Skills Development Unit Deanship for Development and Quality Najran University From 10- 12/2012 To 11/12/2012.**
- **Workshop " E-learning system "Blackboard Learn9.1" " In Unit Deanship for E-learning and Distance education Najran University From 6/ 4/2013 To 7/4/2013.**
- **Workshop "institutional accreditation requirements and program to the axis of Student Support Services" Skills Development Unit Deanship for Development and Quality Najran University From 17-18/3/2013.**
- **Workshop "effective teaching" Skills Development Unit Deanship for Development and Quality Najran University From 20-21/5/2013.**
- **Workshop" training session planning" from education experts for education and training 23/5/1434 .**
- **Workshop "laws effective training" from education experts for education and training 05/23/1434.**
- **Workshop "Creativity in Training" from education experts for education and training 05/23/1434 .**
- **Workshop " Acadimic Report "From Skills Development Unit Deanship for Development and Quality Najran University From 23-24/1/1435.**
- **Workshop " Cause Report According to the National Commission"From Skills Development Unit Deanship for Development and Quality Najran University From 20-21/2/1435.**
- **Workshop " learning outcomes and curriculum maps "From Skills Development Unit Deanship for Development and Quality Najran University From 6-7 / 6/1434.**
- **Workshop " writing and publishing scientific research "From Skills Development Unit Deanship for Development and Quality Najran University From 13-14 / 6/1435.**
- **Workshop "Building achievement tests in the light of the specification table cycle" From Skills Development Unit Deanship for Development and Quality Najran University From 27 / 7/1437H.**
- **Workshop " Preparation of university tests according to the concept of total quality" From Skills Development Unit Deanship for Development and Quality Najran University From 28 / 7/1438H.**
- **Workshop "E-file" From Skills Development Unit Deanship for Development and Quality Najran University 24 / 2/1439 H.**
- **Workshop" Plans for continuous improvement of educational effectiveness" From Skills Development Unit Deanship for Development and Quality Najran University 11-12 /3/1439 H.**
- **Design and analysis of Electronic Questionnaires From Training Committee in development and quality unit in the preparatory year 18/3/1439 AH**
- **The Art of Communicating with others through Body Language in the Preparatory Year Theater at the University of Najran 22/3/1439 AH.**
- **Attend the Course of Creative Skills in student activities and From Skills Development Unit Deanship for Development and Quality Najran University 19/1/2018**

- Attend the Course of Academic Communication skills Platform of the Library of Saudi Arabia 5/4/2018
- Attendance of practical applications of statistical analysis using EXCEL platform of the Library of Saudi Arabia 8/4/2018
- Scientific standards in the arbitration of scientific research platform of the Library of Saudi Arabia 9/4/2018
- The Ethics of Scientific Research from platform of the Saudi Arabian Library 9/4/2018
- Skills of Using the Word program in the Writing of Scientific Research from platform of the Library of Saudi Arabia 10/4/2018
- Skills of the Use of Data vessel Engines from platform of the Library of Saudi Arabia 11/4/2018.
- Skills of Publishing in Arabic and Foreign Magazines from platform of Saudi Library 16/4/2018
- Preparation for the Comprehensive Test from Platform of the Library of Saudi Arabia 17/4/2018
- Attendance of the Formation of the Psychological and Educational Counseling Unit to Visit the Institutional Accreditation within the Program of Jusour Program 16/1/1440 AH.

## Seminars, workshops and conferences

### ❖ Conferences:

- The first conference organized by "NQAAC" Quality Assurance and Accreditation In Higher Education : pathway to the future in Main Auditorium, Cairo University "16th January 2007" and The workshop organized by the National Committee for Quality Assurance and Accreditation, Ministry of Higher Education, in collaboration with the Center for Quality Assurance Mansoura University in March 2007 .
- The first conference of human development in "How to Know" project in Tanta university: 17/3/2008
- The Openenig Conference Programme ( Jop hunting – Communication Skills – Mind Map ) From 1/7/2008 to 2/7/ 2008.
- Symposiums:
- Symposium of "Virtues first ten of al-Hijjah" 23/11/1433 H Preacher: Asma bint Abdul Rahman Aliani
- Symposium of " anxiety and depression and the Effects of Their impact on the achievement "19/12/1434 H Dr. Salma Sr El-khatm .
- Symposium of "Mouth and Dental Health Symposium" 10/6/1435 H Dr. Nahed Mohammed Mustafa University Hospital in Najran.
- Symposium of "kidneys and preservation" 19 / 5/1435 e d. Rabaa Mohammed Othman Assistant Professor, Faculty of Medicine, Najran University.
- Symposium of "Tuberculosis and its prevention" 18/5/1435 H. Dr. Huda Abdul-Badea Assistant Professor, Faculty of Medicine, Najran University.
- Symposium of " Sudden death" 27/1/1436 H Preacher / Ijalal Taher Faqih.
- Symposium of "Benefit of Sobhan Allah" 18/1/1436 H. Dr. Yasmin Al-Pasha Professor of Sharia Faculty of Administrative Sciences, Najran University

- Symposium of "Drugs and their impact on youth and society" 16/2/1436 d.
- Symposium of "Ebola virus" 12/2/1436 d. Fawzia Abdel-Badea is a professor at the Faculty of Medicine at Najran University.
- Symposium of " Scientific Miracles in the Qur'an" 3 / 6/1435 H. Dr. Yasmin Al-Basha, Professor of Sharia, Faculty of Administrative Sciences, Najran University.
- Symposium Vision of the Kingdom of Saudi Arabia 2030 and the Role of Saudi Youth in Achieving it "Deanship of the University of Najran 17/7/1439
- "Symposium on the Role of Small and Medium Enterprises in the Development and Financing of the National Economy", Deanship of Najran University, 18/7/1439.
- Symposium parents Grateful in the Faculty of Community College of Najran University 1438-1439

#### ❖ **Seminars:**

- "Academic problems and methods of solving them" 25/11/1434 H. Dr. Arwa Arnaout
- Improving Students in E-Learning System from Department of Self-Development Skills in the Preparatory Year Dr. Arwa Arnaout 28/1/2018
- Seminary Leadership in Academic Setting from Department of English in the preparatory year DR. Nadia Cherif 1/2/2018
- "Using MALL (Mobile Assisted Language) for Supportive and Motivational English Language Learning" from Department of English in the preparatory year, Dr. Saadi Khan, 3/9/2018

#### ❖ **workshops:**

- Training of the Trainer the "Gold Level" trained trainers from the National Center for Human Development, Training and Legal Consultancy.

### **Initiatives and programs presented:**

#### ❖ **Courses given to students:**

- The amazing power of your subconscious mind Sunday and Tuesday 25,27 / 12/1435 .
- Letter to your self Monday 10/1/1436
- "Journey to the success station Monday, 1/4/1434.
- "The industry of self and change of success Sunday, 11/11/1434 AH
- "Creative ways to memorize the Holy Quran using the science of NLP Thursday, 27/4/1435
- "Identification and manufacture of the target" Tuesday 17/5/1435
- Bright lights Tuesday, 2/1/1435 .
- Training course for the preparation of the test 25/12/1435 e to 29/12/1435
- Practical training for students to know the style of your personality Sunday, 16/4/1435
- Training of female students on the use of digital library 1/2/1436 e to 5/2/1436
- project Keep your Health Safe 27/6/1435 e to 2/7/1435 .
- Practical training for students of the preparatory year on the evacuation of the building during the disasters 2/7/1435 .
- Know your personality Monday, 4/5/1436 .
- Together towards the summit 23/2/2015
- Personal quality Wednesday, 6/5/1436 .

- Your mind orchard your life 25/2/2015
- The cycle of emergency planning 28/5/1436 e
- University Adaptive, the Secret of my success "Wednesday and Thursday 9-10 / 5 / 1437.
- University Adaptive .How to build it? Tuesday 3/1 / 1438.
- Quality of university life and its relationship to positive thinking Tuesday, 8/2/1438 AH
- Cycle secrets of happiness and success. Tuesday 18/4/1435 .  
A course towards excellence Monday and Wednesday 19/6/1437 AH, 21/6/1437 AH
- Quality of my university life and achievement of my goals Tuesday, 2/1/1435 .
- Course "Academic Guides and Qualitative Quality University" Tuesday 24/5/1438 e
- Course "Quality of time management and achievement of my goals" Sunday, 6/6/1438 .
- My Academic Advisor and Quality of university Adaptations "Tuesday 27/1/1439 .
- Course "Enhancement and Effectiveness of Personal Quality of the University Student" Monday, 19/5/1439.

#### ❖ **Courses given to faculty members:**

- Workshop "Art of Dealing with Presidents" Deanship of the preparatory year at the University of Najran 25/5/1433.
- Management of the university Class in the Deanship of the preparatory year at the University of Najran 3/6/1434 .
- Security and Safety of the Educational Institution 22, the Deanship of the preparatory year at the University of Najran / 12/1435
- First Aid course in the Deanship of the preparatory year at the University of Najran 21/5/1436 .
- How to use a Fire Extinguisher in the Deanship of the preparatory year at the University of Najran 28/7/1437 .
- How to Turn the Pressures of work into Incentives in the Deanship of the preparatory year at the University of Najran 26/7/1437 .
- Training and Creative Teaching at the Deanship of the preparatory year at the University of Najran 23/3/1439 .
- The Quality of Human Relations and Raising the Productivity of the Educational Institution in the Deanship of the Preparatory year at the University of Najran 23/6/1439 .

#### **Awards**

- Distinguished Functional Excellence From Imam University.
- Awards Certificate For Performance From Education Experts Company.
- Awards Certificate For Excellence Performance From Student Activities In Imam University.
- Awards Certificate For Excellence Performance From Preparatory Programs on give a workshop "all together, hand in hand" In 11/5 /1433.
- Awards Certificate For participate in the National Day (81) and Festival Janadriah From Preparatory Programs .

- Thanked Deanship of preparatory programs to give workshop " Entitled" Art of Dealing with Deans and Heads of Departments" In 25/5 /1433.
- Thanked Deanship of preparatory Year From the University of Najran for the presidency of the Student Activities Committee 1433-1434H.
- Thanked Deanship of preparatory Year From the University of Najran for the presidency of the Student Activities Committee 1434-1435.
- Awards Certificate Academic Excellence From Deanship of preparatory Year Najran University.
- Thanks from education experts Company for the efforts and participation the work success in the Deanship of the preparatory year at the University of Najran.
- Thanks from Education Experts Company to withstand the difficulties and pressures of work.
- Thanked Deanship of preparatory year From the University of Najran for the efforts of the Committee of the Student Activities Committee 1437-1438 .
- Thanked Deanship of preparatory year From the University of Najran for the efforts of the Training Committee in the Development and Quality Unit 1437-1438.
- Awards Certificate Academic Excellence from Deanship of preparatory Year Najran University 1435-1436.
- Awards Certificate Academic Excellence from Deanship of preparatory Year Najran University 1437-1438.
- Awards Certificate Academic Excellence from Deanship of preparatory Year Najran University 1438-1439.
- Certificate of excellence in the Quality work in Development and Quality Deanship of the preparatory year Najran University 1438-1439.