

# Mohamed Ahmed

Mobile: 002-012-775-0966      From USA: 011-012-775-0966  
Emails: [mailto:m\\_ahmed@aucegypt.edu](mailto:m_ahmed@aucegypt.edu) - [mohamed.experience@gmail.com](mailto:mohamed.experience@gmail.com)  
Website: <http://datacenter2.aucegypt.edu/art/ma/>

**Profile**                      A motivated and highly focused manager who supervises the registration team in different areas with exceptional technical and communication skills in Arabic and English.

**Professional (14 years)**      Present: Registration Manager – School of Continuing Education (SCE), The American University in Cairo (AUC)

- Supervising Registration team (12 members) in three different campuses.
- Responsible of maintaining students' record during their academic live at SCE/AUC. This includes enrolment services, registration and certification processes. (Banner SIS)
- Conducting workshops and training to AUC staff on new applications and technologies related to registration area.
- Building and maintaining career advising processes (CAPP).
- Administering all documenting processes on the student information system Banner.
- Designing and producing business reports of the students/academic activities using third party interface Argos.
- Developing online applications to facilitate daily processes and business reports. Examples:

Enrolment Services Online Survey:  
<http://www3.aucegypt.edu:8090/sce/php/>  
<http://www3.aucegypt.edu:8090/sce/php/byterm.php>

Developing online knowledge base for SCE Course Offerings (**under construction**)  
<http://www3.aucegypt.edu:8090/sce/sceofferings/>

2007 Technology Officer, Journalism and Mass Communication Department (JMC), The American University in Cairo (AUC)

- Supervising technology staff members and help them in their full potential through out the department.
- Responsible of the inventory system of the electronic equipment in the JMC Department.
- Responsible of preparing the JMC annual budget for electronic equipment.
- Training technical JMC staff members.
- Training students and faculty members on using new technologies in communication.
- Developed websites and web applications to facilitate the educational process in JMC.
- Responsible of the IT systems in the JMC Department including Computers, Backup & Archiving Systems, Visual Communication Assistance, Software Maintenance.
- Trouble shooting daily technical problems in the JMC Department.
- Designed and built 3 computer labs in the JMC Department (Mac & Windows).
- Developed annual reports of the technological facilities and equipment in the JMC Department.
- Coordinate between the JMC Department and other departments for solving problems and performing new tasks.

1994 to 2002: Recorder, School of Continuing Education SCE, The American University in Cairo:

- Worked on SIS (Student Information System) for admission and registration.
- Designed application forms and graduation certificates for local and outreach branches.
- Designed the first version of the CACE website in 2000.
- Responsible of the admission, registration and issuing graduation certificates for local and outreach branches.
- Implemented quarter, half and annual statistics (average 2000 student per stat.).
- Worked as an office manager for the Associate Dean for Students Affairs in the CACE for one year.

2009-2010: Webmaster of the Journalism Research and Education Section of the International Association for Media and Communication Research (IAMCR-JRE): <http://isaleh.uct.ac.za/>

2009: Webmaster of the Arab-U.S. Association Communication Educators (AUSACE):

<http://www1.aucegypt.edu/conferences/ausace/index.html>

2002 to 2007 Digital and Computer Supervisor JMC Department, AUC.

2005 to 2007: Webmaster of the AUC online newspaper, The Caravan:  
<http://www1.aucegypt.edu/students/caravan/stories/08Feb25/index.html>

2006: The Technical Coordinator in the IAMCR Conference held in AUC in summer 2006.

2005 to 2008: Webmaster of the Global Media Journal (Arabic Edition)

2003 Designed the Arabic and English websites for the World Summit on the Information Society (WSIS) preparatory conference in Cairo.  
<http://www.wsis-egypt.gov.eg/wsis2003/index.html>

2004: Responsible of the admission and registration for UCLA summer program and one-year abroad study program.

## Teaching

A highly skilled lecturer in new media studies and visual communications whose mission is to transfer knowledge to students with best educational experiences and highest academic standards. Mohamed is a bilingual teacher who can teach in English and Arabic and have solid experience in the American and British higher educational systems.

2005 to Present: The University of Modern Sciences and Arts (MSA) – Faculty of Mass Communication:  
Program Leader of Visual Communication Module.

Taught the following courses:

- MCOM102: Introduction to Desktop Publishing
- MCOM213: Internet & Web Designing
- MCOM250: Mass Communication Theories
- MCOM317: Visual Communication and Layout I
- MCOM319: Online Journalism
- MCOM405: Media Ethics
- MCOM417: Visual Communication and Layout II

2008 to Present: The American University in Cairo - Department of Performing and Visual Arts (PVA)  
Contributed in building the new curriculum of Digital Art Minor

Taught the following courses:

- ARTV207: Graphic Design
- ARTV313: Web Design

2004 to 2008: Teach the technical parts of following courses in the Journalism and Mass Communication Department (JMC) – AUC

- JRMC202: Report Writing
- JRMC301: Mass Media Editing
- JRMC305: Graphics Communication I
- JRMC405: Graphics Communication II
- JRMC471: Online Journalism

2010: Workshops and training for the International Center for Journalists on The Usage of Digital Media & Online Journalism, for Civil and Professional Journalists (taught in Arabic).

2008: Workshops in Effective Communication Skills at the Information Technology Institute (ITI). (Taught in Arabic and English)

2002 to 2007: Conducting consecutive workshops every semester in the following: Magazine Layouts and Desktop Publishing – Photo Editing – Video Editing.

2002: Taught Microsoft Office 2001 courses in The Computer Skills Development for Fresh University Graduates Project. Ministry of Communication in Cooperation with The American University in Cairo (CACE)(taught in Arabic).

Developed web-based tutorials for all the courses that I teach. Please visit my personal website for work samples:

<http://datacenter2.aucegypt.edu/art/artvideos/samples.html>

<b>Education</b>	Degree	Institute	Specialty	Date Earned
	Masters of Arts in Journalism and Mass Communication	The American University in Cairo	New Media – Media Convergence	2008
	Bachelor of Arts	Cairo University	Accounting	2004
	Advanced Professional Certificate	The American University in Cairo	Computing and Programming	1999
	Professional Certificate	The American University in Cairo	Computing and Programming	1997

<b>Summary of Knowledge</b>	Skill	Level	Years of Experience	Last used
	Adobe Photoshop	Expert	12 years	Current
	Adobe Dreamweaver & HTML & CSS	Expert	9 years	Current
	Adobe InDesign & Illustrator	Expert	4 years	Current
	PHP 5 & MySQL	Intermediate	2 years	Current
	Quark Xpress	Expert	7 years	1 year ago
	Final Cut Pro & iMovie	Intermediate	4 years	Current
	Microsoft Office (Word – Excel – Access – PowerPoint)	Expert	13 years	Current
	BANNER Student Information System	Expert	1 year	Current
	Argos Reporting Tool	Expert	1 year	Current

<b>Research Experience</b>	Topic/Title	Year	Comment
	Development of Media Convergence in Egypt	2009	AUSACE 09
	The Application of Media Convergence in Egypt: Obstacles, Potentials and Current Situation. Country Case Study	2008	Masters Thesis
	The Uses and Gratifications of Facebook in Egypt	2007	Co-Author
	The Existence of Cultural Imperialism.	2006	
	High Definition Range in Photography	2005	

**Personal Information**  
 Nationality: Egyptian  
 Marital Status: Single  
 Date of Birth: 1/1/1975

**Languages**  
 Arabic native speaker  
 English: Fluent speak, read and write