



## CONTACT ME

✉ Zainabwaleed1988@gmail.com

📍 Baghdad - Al-Zafraniya

## SKILLS

- computer programs
- Document Archiving
- Qualitative Research
- Curriculum Development
- Organization
- Patience

# Zainab Waleed

Assistant Lecturer

## Education

2018 - 2020

Master Degree in Information and Knowledge Technologies

**Mustansiriyah University /College of Arts**

## Experience

**Iraqi Commission for Computers and Information**

2011 - present

Scientific Committee Rapporteur

Follow up the research activities of the faculty members & professors. Holding scientific days, training workshops, research visits and scientific activities. Equipping research laboratories commensurate with the nature of supported research.

Scientific Appointment of the Promotions Committee

Promoting scientific promotion transactions for faculty members who seek to obtain the title of professorship to the Central Promotion Committee, after completing its requirements. Promoting the scientific promotion procedures to the rank of teacher and to the rank of assistant professor, after completing all its requirements

Chairman of the audit committee in the examination committee

Documentation archiving division Manager

Contribute to the establishment of an archiving system to document documents ways to ensure ease of use. Managing the archiving system, organizing it effectively, providing appropriate means of protection for it, and updating it periodically.

Librarian

collecting, organizing, and issuing library resources such as books & researches. also coordinate community programs that increase the collage library awareness while evaluating inventory needs for new technologies within their local system.