

Personal Information:

Name: Al-Robayain, Ohoud Abdullah
"Library Coordinator"

Interests:

- Socializing and spending joyful times with family and my son.
- Informative reading
- Traveling and getting to know other cultures
- Listening to genuine classical music.

Language and Computer Skills:

- Fluent in English and Arabic (spoken/written)
- Ability to perform effectively and efficiently under minimal supervision.
- Rich experience in utilizing the technology (e.g. Internet & computers).
- Possess good interpersonal skills.

Academic Qualifications:

- Bachelor Degree: Library and Information
College of Literature, Riyadh Saudi Arabia 2000
- High School Diploma
Major: Liberal Arts Riyadh, Saudi Arabia. 1995

Professional Training Experience:

- King Saud University
- Institute of Public Administration
- King Abdulaziz Public Library.

Computer Training Certificate:

- Nov. 2001: "ICDL" program Certificate, New Horizons, Riyadh

Awards for Work Recognition

- 2001 – 2008 College for Women, Prince Sultan University
- Sept. 2003: Saudi Association for Mathematical Sciences
- Nov. 2005: "King Abdulaziz & his Companions Foundation for the Gifted
- Feb.2006: "Handicapped children's Association Awareness & Fundraising Campaign

Work Experience:

Library Coordinator, Prince Sultan University - College for Women, Riyadh

- Acquisitions: place order for books, journals (including online database
- Circulation desk: help check out library materials
- Cataloging Arabic materials of the Library using DDC and MARC format
- Help students and faculty use the Library facilities