

# Alexi Azar

## Information Technology Graduate

Ambitious entry-level Information Technology graduate seeking real-world experience to develop acquired skills. Offering a strong understanding of data and information management. Proficient in building and managing databases and able to learn new processes, programs and procedures quickly to maximize contributions to user, team and business success. Knowledgeable in networking, cybersecurity, ERP and web design.



### Personal Info

#### Address

Beirut

#### Phone

0096170879318

#### E-mail

azaralexi@gmail.com



### Nationality

Lebanese-American



### Skills

Information tracking

Database management

Analytics

Problem-solving

Documentation  
management

Technical troubleshooting



### Software



### Work History

2019-03 -

2019-06

#### Information Technology Intern

*Beever Company Inc., Monrovia, Liberia*

- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using Intuit Quickbooks and Microsoft Excel.
- Maximized productivity by analyzing protocols and identifying areas for improvement.
- Advanced sales research by compiling data, updating Intuit Quickbooks spreadsheets and producing timely reports.
- Created and implemented database designs and data models.
- Created the company's website by designing and implementing the 'www.beever.com' project during the internship.
- Collaborated with team members to help expand marketing channels.
- Wrote and maintained technical and functional specifications to document database intentions and requirements.
- Developed, updated and organized online website databases to handle product information and customer data.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Maintained current software licenses and

Microsoft  
Excel

●●●●●  
Excellent

Microsoft  
Access

●●●●●  
Excellent

Intuit  
Quickbooks

●●●●●  
Excellent

SAP ERP

●●●●○  
Very Good

Microsoft SQL  
(SSMS)

●●●●○  
Very Good

Wix

●●●●●  
Excellent

Microsoft  
Visual Studio

●●●●○  
Very Good

## Languages

English

●●●●●  
Native

Arabic

●●●●●  
Native

French

●●●●●  
Native

SQL

●●●●○  
Superior

HTML

●●●●○  
Superior

Java

●●●●○  
Superior

CSS

●●●●○  
Superior

JavaScript

●●●●○  
Superior

patched applications to stay up to date with latest features.

- Installed and configured software and hardware.
- Created full-fledged implementation plans, accounting for ROI, cost-benefit and other analyses.
- Interacted with customers professionally by phone, email or in-person to provide information and direct to desired staff members.

## Education

2015-09 -  
2018-12

### Bachelor of Science: Business Information Technology Management

*Lebanese American University - Byblos*

- Graduated with 3.36 GPA
- Graduated with Honors
- Distinguished List Spring 2017 to Spring 2018

2015-06

### High School Diploma

*L'Athenee De Beyrouth - Bsalim*

## Interests

Member of Lebanon's Boy Scouts Movement

Played football competitively in MENA regional tournaments from 2008 to 2011.

Technology enthusiast and website designer