

# Jihad Saab

## Project Officer

---

### Contact

Aramoun  
76954519

[Jihadsaab95@gmail.com](mailto:Jihadsaab95@gmail.com)

### Education

Computer Science

*Global University*

Bachelor of Science in  
Computer Science with  
distinction (Dean's honor  
list 2014,2015, 2017)

### Skills

Programming/Languages:  
Java( Java Applets,  
JavaBeans); Visual Studio;  
C++; SQL; C#; PHP; .Net

Databases: SQL Server, MS  
access

Office Tools: MS Word,  
Excel, PowerPoint, Outlook

Operating Systems: Windows  
8/7/Vista, Linux

### Languages

English  
Arabic

### Experience

#### HES Project Officer

SPARK *March 2019 – Present*

- Coordinating with higher education partner institutes
- Arranging student representatives monthly meetings
- Communicating with third-party partners
- Following up with implementing partners on the progress and deliverables as per the work plan
- Drafting narrative reports
- Organizing and coordinating major workshops and activities with local partners

#### Junior HES Project Officer

SPARK *Feb 2017 – Mar 2019*

- Coordinating Bpeace project
- Answering incoming calls, requests, and managing complaints received through email, phone, or direct assistance
- Training new interns and following up with them
- Monitoring and data entry of all student registration, selection intake, and monitoring
- Updating the backend system with activities per applicant (800 enrolled students)
- Monitoring the distribution of students' monthly stipends through LibanPost
- Facilitating students' activities
- Preparing dissemination workshops about the scholarship

#### HES Project Assistant

SPARK *Sep 2016 – Feb 2017*

- Evaluating eligible applicants during workshops
  - Supporting SPARK team adapting the front end to be more user friendly
  - Training applicants to access their application in order to edit their personal information
  - Facilitating students' placement in 11 higher education institutions
  - Spotting insufficiencies in the organization's system
-

## Extracurricular

Volunteering during summer  
camps  
Tutored sciences to junior high  
students

### HES Project Intern

SPARK *Jun 2016 – Sep 2016*

- Checking applicants' profiles and eligibility through SPARK backend system (4000 applicants)
- Conducting phone interviews with 300 eligible applicants
- Teaching applicants how to establish emails
- Assisting applicants in completing their online application

---

## Projects

- Developed an MS access stock monitoring software
  - Developed an educational game for kids using Java
  - Designed web applications in PHP and .Net
  - Developed a creative welcoming sign for a preschool using Java
-