

## OBJECTIVES

- To get the chance to actively work in a leading company, where I can gain new skills in the field of technology management and further develop my knowledge and experience.
- To be part of a reputed corporation and utilize my knowledge coupled with experience to convert organizational goals into reality while ensuring steady career growth.
- To reach the highest echelons in an establishment with hard work, dedication and constant endeavors to perform better and give results.

## WORK EXPERIENCE

**Advancement Services Assistant** 09/2016 – present  
Lebanese American University, Beirut, Lebanon

- Undertake assigned project and report functions for the area of responsibility.
- Order tracking, data entry and excel management.
- Perform general office duties such as typing, operating office machines and sorting mail.
- Add new material to file records or create new records as necessary.
- Sort or classify information according to guidelines, such as content, purpose, user criteria or chronological, alphabetical or numerical order.

**Desk clerk and computer repair technician** 09/2014 – 12/2015  
Oblivion Network, Beirut, Lebanon

- Basic server maintenance tasks.
- Installed, maintained and upgraded library computers, software and peripherals.
- Virtual desktop support.

## EDUCATION

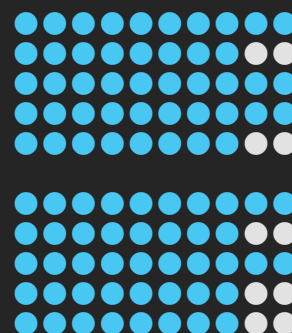
**Business Studies - Information Technology Management** 09/2014 – 12/2019  
Lebanese American University, Beirut, Lebanon

**Freshman** 09/2013 – 01/2014  
Portland State University, Portland, United States of America

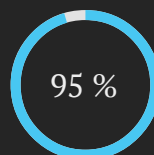
**High School Diploma** 09/2000 – 06/2013  
Thamer International School, Jeddah, Saudi Arabia

## SKILLS

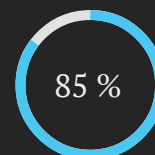
Computer Programming  
Communication Skills  
ERP Systems  
Microsoft Office  
System Analysis & Design  
Data Communication  
Database Analysis  
Web Development  
Creative/Content Writing  
Strategic Planning



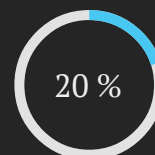
## LANGUAGES



English



Arabic



French

## VOLUNTEERING

**Spreading Awareness** 01/2019 – 06/2019  
Kun Hadi, Beirut, Lebanon

- Helped in community-based psychosocial activities.
- Improved youth awareness and encouraged participation in social and charitable activities.
- Organized humanitarian actions.

**Animal Care** 03/2012 – 06/2016  
BETA, Mount Lebanon, Lebanon

- Cared for dogs and cats to keep them sociable and adoptable.
- Assist in the rescue of animals at immediate risk for euthanasia.
- Prepare food for the less fortunate stray animals.
- Checking animals health and welfare.