Marwa Ahmad

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Career objective

Building up a career in a professional firm where I can utilize my academic background and experience in the following materials: computer, math and technology work.

Skills

- Fast learner, active, dynamic and self-motivated.
- Meeting deadlines with an ability to work under pressure through minimal supervision.
- Excellent interpersonal and communication skills.
- Very organized and systematic in planning and executing projects.
- Ability to work as in group or individually.

Work Experience:

- Administrative Assistant at Al Maaref University (from 1st August 2023 till now)

- IT and Data entry at Tahwita Official School (night shift) (from 1st 2017 till now).

- Math teacher at Alkawthar High School for cycle 2. (2016-2017).

- Freelance web developer at IRIS Graphic and ACME Engineering.

- Web Developer, Designer and Software Engineer at ACME Security and Automation Engineering (From 2015 till 2017):

    - Web developer with HTML5, classic asp, php and ruby on rails programming knowledge.

    - Websites and systems designer using CSS, CSS3 , javascript and jquery.

Education

- **2014_2016 Lebanese International University   Beirut**

  Master degree in Computer and Communication Engineering

- **2011_2014 Lebanese International University   Beirut**

  Bachelor degree in Communication Engineering.

- <u>Key Courses attended in math:</u>

  Calculus II & III
  Linear Algebra With Applications
  Advanced Engineering Math
  Probability And Statistics For Scientists & Engineers
  Ordinary Differential Equations

- <u>Key Courses attended in programming:</u>

   AutoCAD
   C, Java and assembly Language
   Classic ASP, HTML, CSS, ,JS , Android
  Labs: -Digital Logic
                  -Communication system
      Senior Project: Online Carpooling Web System for the Lebanese International University.
          Languages learned to build the web system: Classic Asp, CSS, JS and HTML

- **2008_2011 Ghobeiry Official High School for Girls   Beirut**
  Lebanese Baccalaureate / Life Science

Other Skills

- Computer Skills: Microsoft Office (access, excel, power point, word...) and wide knowledge in computer and internet usage.
- Language Skills: Good English Communication skills (writing and communication), Arabic- Mother tongue.

References   : Available upon request