

NAJAT ISMAIL

Tripoli, Lebanon · 71043224
najatt.ismail@gmail.com

Professional Summary

I'm an educational content creator with a Masters degree in Business Computer. I've worked in software engineering, business and education, with my last position being focused on creating business/ entrepreneurship and technical content aimed for university students and graduates in Saudi Arabia.

Education

2018 – 2020

Master in Business Computer,

Lebanese university faculty of economics and business administration, 3rd Branch, Tripoli, Lebanon.

2015 – 2018

Bachelor in Business Computer,

Lebanese university faculty of economics and business administration, 3rd Branch, Tripoli, Lebanon.

2012 – 2015

Socio-Economy,

L.O.K (Lycée Officiel El Kobbah), Tripoli, Lebanon.

Work Experience

July 2020 – October 2021

Marketing lead working remotely,

Badia Ventures, Portugal.

- Educational Content Creation (business/ entrepreneurship and technical courses, content strategy, blog posts, tutorials, social media posts and email newsletters)
- Company content
- Market research (Europe and Mena Region)
- Web design

March 2020 – July 2020

Software engineering and UI design Apprentices,

Rainmakers program with TEC and Intelligile, Chamber of Commerce, Tripoli, Lebanon.

- UI design
- User research

February 2019 – March 2020

Software engineering and UI design trainee,

Eknovate program with Ruwwad, Intelligile, and Citi Foundation, Chamber of Commerce, Tripoli, Lebanon.

- User research
- Usability testing
- UI/ UX analysis
- UI design
- Design Documentation

October 2019 – December 2019

R&D Education reform trainee,

Eknovate Baric program with Intelligile, and Citi Foundation, Chamber of Commerce, Tripoli, Lebanon.

- Montessori schools and the Finnish and Australian education systems

2018 – 2019

Self-employed private teacher, Tripoli, Lebanon.

- Teach kindergarten French, Arabic and Math

August 2018 - September 2018

Summer trainee,

B.O.B (Bank of Beirut) Tripoli Branch, Tripoli, Lebanon.

- Responsible of credit, debit and internet cards
- Document day to day activities

July 2017 - August 2017

Trainee in the sales department,

A.F.C. (Animal Feeds Center), Tripoli, Lebanon.

- Achieving
- Scanning and printing

Computer Skills and Languages

Languages

- Arabic: Excellent read, spoken and written
- English: Excellent read, spoken and written
- French: Excellent read and written and good spoken

Computer Skills

- Proficient in the use of Microsoft Office
- Proficient in the use of Google Drive
- Proficient in the use of Adobe XD
- Excellent at HTML and CSS and bootstrap 4.0
- Intermediate at Node.js
- Intermediate at mongodb
- Intermediate at Angular

Certificates

July 2020 – November 2020

Certification of attendance of the TEC Web App Development Course,
TEC (TRIPOLI ENTREPRENEURS CLUB) Tripoli, Lebanon.

September 2018 - December 2018

Certification of attendance of a Digital marketing course,
Shift (Social Innovation Hub-El Kobbbeh).

September 2018 - December 2018

Certification of attendance of a Digital marketing course,
Shift (Social Innovation Hub-El Kobbbeh).