

# Dominique Sarkis

**Address:** Batroun, Lebanon

**Date of Birth:** October 4, 1995

**Nationality:** Lebanese

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## EDUCATION

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**2013-December 2018:** Bachelor Degree in **Business Computing** at Notre Dame University – Faculty of Natural and Applied Sciences

**2011-2013:** Secondary school at St. Joseph School, Batroun

## Work Experience

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### **September 2020 – Present:**

**Company:** Lebanese Red Cross – Batroun sector

**Responsibilities:** Head of IT department (6 members)

- System admin
- Software and hardware maintenance
- Networking
- Helpdesk support

### **2018 – April 2019:**

**Company:** GEOTOP, Batroun

**Responsibilities:**

- Data entry.
- Digitizing GIS.
- Surveying and street signs installation.

## Internship and Training

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### January 2017- June 2017:

**Company:** GCS Computers Pro, Sarba

**Responsibilities:**

- Working with return merchandise authorization (RMA).
- Software and Hardware installation and maintenance.
- Pricing
- Data entry
- Customers and suppliers support.

## SKILLS

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**Knowledge in:**

- **Computer Literacy:** visual basic, Microsoft access, Word, Excel, PowerPoint, Oracle, ArcMap GIS  
Internet (navigation, research), Social Networking (Facebook, Twitter, instagram, LinkedIn...)  
Idea about web design (html, php, java script)

SQL, Software and Hardware maintenance, Database, Data entry.

- ☐ **Others:** Leadership, Team player, Teamwork, Decision making, Love of learning, First Aid.

## LANGUAGES

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**Arabic:** Native in reading, speaking and writing

**English:** Very Good in reading, speaking and writing

**French:** Good in reading, speaking and writing

## Volunteering Activities

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### 2003-2015: Member in Scout Du Liban- (St. Joseph Batoun)

**Responsibilities:**

- Éclaireur Leader
- Clan Leader
- Still active as a “Ancient” Scout till present

**2013-Present: Volunteer at the Lebanese Red Cross Emergency Medical Services –Batroun**

**Responsibilities:**

- Responded to emergency calls, offering pre-hospital medical care • Performed continuous trainings:  
EMS, Mission leader training
- Performed continuous education 1, 2, 3 and 4.

**2016 – Present: Mission Leader– LRC EMS, Batroun**

**Responsibilities:**

- Manage team members.
- Pre-hospital medical care decision maker

**2016- Present: Search and Rescue (SAR)**

**References**

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References are available upon request