# Yassar Trad

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## PERSONAL STATEMNET

I'm an adoptable and innovative qualified Computer and Communications Engineer who excels at juggling multiple tasks and working under pressure. I'm looking to develop my expertise in new concept development, simulation and validation.

## PROFESSIONAL EXPERIENCE

01/10/2018          WLC – Wellspring Learning Community          BEIRUT- LEBANON

**Academic Information System & Data Analyst**
- Coordinated statistical data analysis, design, and information flow.
- Worked with M&E Director to understand needs and develop solutions using Python (NumPy, Pandas, Matplotlib) to prepare data originating from extracted data and create visualizations for data accuracy and integrity.

**Administrating Managebac Leading IB Learning Management System (LMS)**
- Export data for Backups and Data Analysis.
- Manage users and permissions.
- Configure academic terms and transition/create/drop classes for IB and Lebanese programme and classes.
- Adjust settings for year groups, attendance, assessment, ATL skills, learner profile, personal projects, extended essays, etc.
- Customize categories for students' evaluation as per the academic needs.
- Customize and generate report cards.
- Train new users (students, parents, teachers, staff) on the system
- Provide training for teachers on creating new tasks/units/homework/events
- Support all users in technical issues related to the system
- Follow up with Managebac support team for technical and academic features updates

**Administrating Educational Platforms**
- Administrate Educational Platforms such as Assess Prep, Hodder Education, Parents Evening System, Sadlier Connect, Turnitin, and Follett Shelf.
- Manage systems data via Managebac (Learning Management System) integration/synchronization or bulk assign users.
- Export data and statistics.
- Provide training and technical support for all users.
- Follow up with the Systems support teams
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**IT Support**
- Provide technical support for students and teachers with office365 application.
- Backup/create Microsoft Teams and channels for all classes.

- Coordinate with Office 365 administrator to activate new teams features with the respect of educational needs.
- Follow up on teachers' technical requests for Microsoft Teams usage such as sharing videos, files, mute students, adding guests, etc.
- Provide support for all users in Microsoft Teams assignments and class notebook.
- Provide technical training for students within "Students IT-Helpdesk" Team for remote support during Virtual Learning.
- Accomplish problem solving capabilities for both MacOS and Windows environments.
- Provide remote support via emails, phone calls, TeamViewer, or AnyDesk.

| 17/05/2018 – 31/07/2018 | ICC - American University of Beirut | BEIRUT - LEBANON |
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**IT HelpDesk**
- Field Support and Remote Support.
- Installation, setup and configuration of personal computers systems and peripherals.
- Familiarity with disk imaging tools.
- Hardware problem diagnostics and repair of generic personal computers, printers and related peripherals.
- Provide technology support for AUB/AUBMC applications, network, oracle, and telecom issues.
- Manage professionally IT related tickets using SCSM.

| 01/06/2017 - 01/08/2017 | AL JADEED TELEVISION | BEIRUT-LEBANON |
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**IT TV**

**Daily IT Tasks**
- Perform routine and daily maintenance for the whole company PC's (Hardware and Software).
- Daily check for the server's logs for errors and warnings.
- Daily check for the Firewall logs for errors and warnings.
- Monitoring LAN and WAN network.
- Perform daily, weekly, and monthly backup for the server's databases.
- Participating in Al Jadeed TV streaming projects.

| 10/08/2016 – 20/09/2016 | ITG Holding - ALCS | MKALISS - LEBANON |
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**Computer Engineering Workshop**
- Perform routine and preventive troubleshooting, maintenance, and repair of computer hardware components.

## EDUCATION

| 2017 | AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY | LEBANON |
|------|---------------------------------------------|---------|
| | **Engineering - Computer and Communications Engineering – Graduated with a 3.4 GPA** | |
| 2013 | OMAR FAROUKH PUBLIC SCHOOL FOR GIRLS | LEBANON |
| | **- General Science** | |

## PROFESSIONAL CERTIFICATIONS

| 2021 | Google Data Analytics - Completed 8 courses by Google through Coursera |
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| | Foundations: Data, Data, Everywhere |
| | Ask Questions to Make Data-Driven Decisions |
| | Prepare Data for Exploration |
| | Process Data from Dirty to Clean |
| | Analyze Data to Answer Questions |
| | Share Data through the Art of Visualization |
| | Data Analytics with R Programming |
| | Google Data Analytics Capstone: Complete a Case Study |
| | |
| | Introduction to Data Engineering |
| | By IBM offered through Coursera |
| | |
| | CCNA1 in Computer Networks |
| 2017 | Participation in 13th ANNUAL ENGINEERING AND COMPUTER SCIENCE PROJECT EXHIBITION |
| | **Cashless Payment System – Senior Engineering Project** |
| | A system that allows students and employees to perform using smart card ID, which is locally created inside organizations and universities, multiple payments such as for the library, cafeteria, and vending machine. |
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| | Participation in ARDUINO DAY COMPETITION |
| | **Fighting Robot** |

## TECHNICAL SKILLS AND PERSONAL INFORMATION

| Languages | **Arabic:** Native Language; **English:** Full Professional Proficiency |
|-----------|------------------------------------------------------------------------|
| Computer Skills | **Office 365:** Expert; **Outlook:** Expert; **Excel:** Expert |
| | **Other Computer Skills:** C++; Java; Virtual Instruments; MATLAB/Simulink; Arduino; Latex; Packet Tracer; PLC; Python; Tableau; SQL |
| Nationality | Lebanese |
| Interests | Data; Swimming; Cooking |