Nadine S. Daou

Address: Zaraoun – Al-Matn – Lebanon
Tel: 71/467869
Email: nadine-daou@hotmail.com

Nationality: Lebanese
Date of Birth: 16/6/1993

EDUCATION:

- BS in Computing with Business studies (Bachelor in Sciences - Information Technology and Management) – **Arab Open University (AOU) –** from 2010 till 2014.
- Bacc.2 in Sociology and Economy – **Showier Secondary Official School (SSOS)** – graduated in year 2010.

CERTIFICATIONS:

- Certificate in **Excel Skills for Business: Essentials** – **COURSERA** (E-Learning) - November 2020.
- Certificate in **Tableau Public For Project Management and Beyond** – **COURSERA** (E-Learning) - October 2020.
- Certificate in **Photoshop** – American Lebanese Language Center **(IH ALLC) -** August 2016.
- Certificate in **Photography** – Technical & Language College **(TLC) -** April 2016.

SKILLS & QUALIFICATIONS

Languages: English: Speak, Read and write.
Arabic: Speak, Read and write.

Computer:

- Good knowledge in:
    - Oracle Databases
    - Access Database
    - SQL
    - Tableau - Data Visualization
    - Surveys Creating (**SurveyMonkey**)
    - Digital Data collection applications (**Kobo Collection**)
    - PHP & HTML (XAMPP Platform).
    - Networking.
    - WordPress.
    - Android Studio and Google Play Console
    - Xcode and App Store Connect Developer
    - Windows Installation and Repairing Issues.
    - Adobe Photoshop CS6
    - Knowledge in different type of systems and software's: Refugees, Accounting, Data Collection, Archiving…

- Full competent in use of Microsoft Office packages such as: Word – Excel – Access - PowerPoint - Outlook.

EXPERIENCE

- Technical Officer in IT company "**Quick Solutions Company**" – Jdeideh
  From February 2017 till April 2021
    - Installing databases (9i – 11G- XE), Virtual Box, Oracle Services, software's and applications.
    - Helpdesk Support to solve all customer issues.
    - Testing new software's and Applications before launching it.
    - Training the customers how to use the applications we offer, including many different systems and software's (Refugee data collection, Accounting…).
    - Writing user guides (Training Documentations) for applications and software's.
    - Installing Windows, Office, and Drivers, Software's, Databases with needed utilities, Developer Suites.
    - Website backend (Data Management, solving website issues).
    - Android & IOS backend using Android Studio and Xcode, with store publishing (Google Play Console & App Store Connect Developer).

- Daily Worker at "**Mercy Corps**" – Beirut
    - Information Technology tasks – Preparing new tablets for students to be used for e-learning (With Programs Department)

- IT Department Assistant: at **"SuperMarko" (R.M.C)** – Beit Merry Lebanon
  From October 2016 till January 2017
    - Solving computers issues.
    - Data entry.

- Administrative Assistant at Municipality: **Municipality of Zaraoun** – Lebanon
  From May 2013 till December 2016.
    - Data entry (enter all data to the municipality systems) and Working with the programs.
    - Dealing with the clients.
    - Manage the accounting issues.
    - Organized the filing system.

- Saleswomen in toy store: At **Picolino Toy store –** Mansorieh **-** Lebanon
  From October 2012 till April 2013

ACTIVITIES/HOBBIES

Hobbies:

- Reading.
- Sports.
- Photography.

REFERENCES

1. Ms. Marleine El Haddad – Caimacam El Matn   Title and company:
   Serial of Caimacamie – Jdeideh – Lebanon
   Tel: 01/890910 - 03/845936

2. Mr. Ramzi Daou – President of Zaraoun Municipality:
   Tel: 78/936663

3. Mr. Tarek Zeid – Manager of **"SuperMarko" (R.M.C)**:
   Tel: 03/669355

Personality Characteristics:

Communication skills are very important, and for me personally it's very essential and comes in the first place, I am very sociable, eager to know new things, open to all cultures, accept others with an open heart, always interested in listening to what others have to say as well as voicing my own opinion. I like changes and learning new things.

Job strengths:

Creativity, Strong Personality, working with many different Cultures, Communicating well with people, diplomacy and flexible, team skills, responsible, hard worker.