

MENAS AL MASRI

(+961) 76-445-102 | minas.almasri@gmail.com | [LinkedIn.com/in/menas-almasri/](https://www.linkedin.com/in/menas-almasri/) | [GitHub.com/MinasMasri](https://github.com/MinasMasri) | Beirut, Lebanon

EDUCATION

International University of Beirut

Honors Bachelor's Degree in International Business Management

Beirut, Lebanon

2016 – 2020

American University of Beirut

Office Management Certificate

Beirut, Lebanon

2017– 2018

Google Coursera Data Analytics Professional Certificate

FEB 2022

Completed 5 month job-ready Google Career Certificate Training. Demonstrated hands-on experience with databases, data cleaning, data visualization and interpreting data analytics findings. Confidence in transforming complex data into actionable insights.

PROFESSIONAL EXPERIENCE

Data Annotator - Humans in the Loop

JAN 2022– PRESENT

- Collaborated with researchers to determine and understand input data and annotate (segmentation, tagging, labeling) via polygons, bounding boxes and labels to highlight areas of interest of 500+ image & text for use in Artificial Intelligence modeling.
- Reported and documented issues faced from data annotation to the research team and discussed solutions to increase annotation precision for improved data input for Artificial Intelligence and Machine Learning applications.
- Led data collection for natural language processing model to predict 12 classes of Arabic text by compiling documents of personal network while ensuring to remove sensitive and personally identifiable information.

Database & Records Assistant - Lebanese International University

MAY.2021– SEP.2021

- Compiled data (ID, academic records, transcripts, financial information, etc.) for enrollment & graduation eligibility from multiple sources into one cohesive system; accuracy & attention to detail improved collection efficiency by 90% & deduplication by 100%.
- Implemented file retrieval procedures using IDs to perform daily updates to databases to ensure quick retrieval of student information that saved the office 50 hours.
- Granted full access to student records due to high attention of detail and precision when inputting data. Demonstrated effective teamwork and maintained utmost discretion when dealing with sensitive topics.

Administrative Assistant - Rahal Law Firm

JAN.2015 – SEP.2016

- Maintained information management system used by lawyers to manage all lawsuits by updating client cases, querying and retrieving information upon lawyer request and maintaining physical and digital filing systems.
- Collaborated across departments (finance, corporate law, family law, etc.) to centralize client data and lawsuit information.
- Provided consistent and reliable administrative assistance to 10 lawyers and 3 project managers by preparing documents, digitizing lawsuit data, answering emails & phone calls which increased the office's operational efficiency by 30%.

Community Volunteer - Terre Des Hommes

FEB.2017– DEC.2018

- Engaged with Refugee children facing community and family challenges as well as limited access to education.
- Supported Community Empowerment Project by facilitating arts and craft activities, games and educational sessions up to 20 hours per week to support the physical and mental wellbeing and development of 25 children.
- Distributed items to support education (writing and coloring tools, backpacks etc..) to vulnerable children who fled war.

PORTFOLIO/PROFESSIONAL DEVELOPMENT

- [Analysis of data on international migrants](#) over time and across countries to visualize trends and extract insights on the migration patterns between countries using Python (pandas, matplotlib).
- Selected as one of 30 participants nationwide for a 3-month tech sector professional development program for high-achieving talent based on leadership potential.

SKILLS AND TOOLS

Tools & Languages: SQL (BigQuery), Tableau, R (ggplot, dplyr, janitor, RMarkdown, lubridate), Python (Pandas, NumPy, Matplotlib), Microsoft Office (Word, Excel, Access)

Skills & Knowledge Areas: Analytical analysis, data visualization, data cleaning & manipulation, querying databases, data structures, market research, persona creation, interpreting data analytics findings to produce actionable insights

LANGUAGES

English (proficient); Arabic (proficient); Japanese (basic)