

ANASTASIA WIJDAN MADI

Address: Achrafieh, Beirut, Lebanon

Phone: +961 70 469 019

Email: Anastasia.madi@Hotmail.com

WORK EXPERIENCE

SharePoint Data Manager, 2015 till Present

Alba (*Académie Libanaise des Beaux-Arts, University of Balamand*)-
Department of Archives & Collections

Responsibilities:

- Analysis and design of customized data management solutions for various archiving collections (Academic archives, administrative archives, cultural archives, special collections, etc...) taking into consideration the user needs and requests.
- Data management of various databases.
- Integration of the available data with Microsoft SharePoint platform.
- Assurance of a smooth user experience for the archiving system and management of accessibility for the available data.
- Development and planning of future projects to expand the archiving department and make the best use and exposure of the valuable archived data and collections.

Achievements:

- Successful integration of the administrative archives on SharePoint with a high rated user experience.
- Conservation of over 2000 valuable books (year 1800+) including two rare collections (Music and Byzantine icon restauration).

Fitness Trainer Home PT, 2018 till Present

Responsibilities:

- Assessment and evaluation for the presented case.
- Customized training program based on the client's needs and goals.
- Diet tips and follow up to ensure the optimal integration of a healthy lifestyle and achievement of training targets.
- Follow up and monitoring of the execution of the fitness program.
- Adjustment of the training plan based on the progress of the client.
- Moral support and motivation for the client to achieve the intended targets.

Math Teacher IB system, 2014 - 2015

German School (*Grade 8, Grade 9, Grade 12*)

- Daily sessions' preparation.
- In class presentation of the prepared sessions linking various theoretical mathematical topics with tangible applications.
- Exam preparation and grading.
- Individual follow up with students.
- Attendance of parent's meetings.
- Attendance of staff meetings and workshops.

Project Officer, 2013 - 2014
Green Hand Association (Environmental NGO)

- Support the development and implementation of environmental/ecological projects across the country (Botanical garden, Eco-tourism, etc...).
- Conduct capacity building exercises to local farmer, producers, and artisans to raise awareness and support in creating new opportunities.
- Project proposals writing.
- Administrative daily tasks work (archiving, minutes of meeting, booking, dealing with suppliers, and drafting memos).

Project Coordinator, 2012 - 2014

Mksquare S.A.L. (affiliated with Beirut Association for Social Development)

- Explore, outsource and outreach talented Lebanese and Arab designers.
- Organize exhibitions to present the work of the designers in different countries (Lebanon, Jordan, and KSA exhibitions).
- Manage the marketing, public relation, coordination, accounting, procurement, installations, shipments to ensure the success of exhibitions.

Account Manager, 2011 - 2012

Guardia Systems S.A.L.

- Connect with new clients and scout for potential projects (security and fire industry).
- Provision of the best technical solution (low current security systems, home automation, firefighting and protection, etc...) for the client needs within the available budget.
- Follow up on project execution and assurance of client satisfaction.
- Tender preparations for projects.
- Coordination with team members to ensure project success.
- Documentation and admin work.

Software Developer, 2010 - 2011

Multilaneinc S.A.L.

- Hardware testing (Electronic boards)
- Technical documents writing.
- Software development of Graphic User Interfaces (GUI) to interact with the hardware.
- Software testing and documentation.

Private Teaching, 2005 - 2008

Teaching high School students: Mathematics, Physics, Chemistry, Biology, and English.

**RESEARCH
CONSULTANCY**

- Toxicity of vaccines, 2020.
- Zero waste management in rural areas, 2019.
- Medical fitness for challenging cases and seniors, 2019.
- Bio effects of dioxins and nanoparticles, 2019.
- Bio effects of 5G, 2019.
- Obesity among middle aged fitness trainers, 2018.
- History of doping in athletes, 2018.
- Marriage vs. bachelorhood among clergy in Eastern

Church. 2014

- The credibility of relationships and social communication through contemporary communication tools, 2014.
- *Suicide* and Religion, 2013.
- Impact of eastern liturgical composers on the liturgical legacy, 2013.
- The integration of children in Eastern Church and the relevant religious education, 2013.
- Balanced relationships, depression and isolation, 2012.
- Veneration of icons, 2012.
- The legacy of Saint Dionysius the Areopagite, 2012.

Along with the translation of several articles (English-Arabic) in various fields.

EDUCATION

M2 STIP (Signal, Image, Telecom, Speech)

Lebanese University, BEIRUT

2010

M1 Telecommunication,

Lebanese University, BEIRUT

2009

BS General Electronics

Lebanese University, BEIRUT

2008

Achievements:

- Final year project: A handbook used since 2008 in the Lebanese University – Faculty of Science- Branch 1 by the students of 3rd year in the Electronics section as the main Microprocessor course reference book.

CERTIFICATES

Fitness Expert

StepAhead Sports School

2018

(Personal Training, Strength and Conditioning, Post-Rehab, Sports Nutrition)

Corrective exercise, Injury prevention exercise, Posture alignment, Senior training, Customized training for people with challenging cases (Alzheimer, Parkinson, Multiple sclerosis, etc...), Sports psychology, ...

Financial Management Training

IUCN, ROWA

2014

Basic financial knowledge for non-financial professionals: accounting systems, financial analysis, cost estimation, budgeting, project proposals, ...

PROJECTS

QSFP

Multilane inc.

Testing, Documentation, and Programming

2011

DSO

Multilane inc.

Testing, Documentation, and Programming

2011

Spectrum Sensing, MS2 Project

Lebanese University

Research regarding Cognitive Radio Spectrum Sensing simulated using MatLab

2010

DSP, MS1 project

Lebanese University

Speaker Recognition using MatLab

2009

Microprocessor, BS projects

Lebanese University

Handbook and lab manual used as the reference book for BS electronic students in LU

2008

LANGUAGES

Arabic (Fluent)

English (Fluent)

French (Fair comprehension and reading)

COMPUTER SKILLS

MS Office, MS Office 365, MatLab, VHDL, MpLab, Orcad, Pspice, Moodle, C, C++, C#, SharePoint

REFERENCES

Dr. Walid Khairallah: drwk@greenclinics.org

Fouad Gerges: gergesfouad@hotmail.com

Dr. Yasser Mohanna: yamoha@ul.edu.lb