TALA EL KAYAL

Detail-focused business / data analyst with knowledge in data warehousing, process validation and business needs analysis. Proven to understand customer requirements and translate into actionable project plans. Dedicated and hard-working with passion for data science.

Mobile: +961-71 519095   **Address:** Beirut, Lebanon
E-mail: tala.elkayyal@lau.edu   **LinkedIn: www.linkedin.com/in/tala-el-kayal**

EDUCATION

Columbia University – New York , USA   **Expected to start Oct. 2021**
  ▪ Corporate Finance Professional Certificate
University of Cambridge, Institute of Continuing Education, United Kingdom   **April 2021 – June 2021**
  ▪ Data Science Programme
Lebanese American University (LAU) - Beirut, Lebanon   **Aug. 2018 – May 2021**
  ▪ Bachelor of Science in Business Studies - Information Technology Management   ***MGPA 3.97/4.0***
  ▪ Honors Program **–** took advanced honors courses
  ▪ Full USAID/USP Scholarship

ACHEIVEMENTS AND AWARDS

  ▪ First Prize - University Scholarship Program (USP) Leadership and Excellence Award
  ▪ Third Place at Arabic Asian Debating Championship (represented Lebanon)

WORK EXPERIENCE

  ▪ Volunteering Director (Ketob B Ketob NGO)   **Sep. 2020 – July 2021**
    ➢ **Delegated** assignments based on plans, project needs and knowledge of individual team members
    ➢ **Assisted** with the creation of sponsorship strategy
    ➢ **Managed 8 teams with more than 40 volunteers**
    ➢ **Developed processes and procedures** for the reporting of volunteers' working hours
  ▪ Teaching Volunteer at MMKN NGO   **Oct. 2020 – Dec. 2020**
    ➢ **Delivered** mathematics reinforcement sessions to eighth grade public school students weekly
  ▪ Power Automation Intern at Netways   **June 2020 – July 2020**
    ➢ **Identified and optimized processes to automate** through utilizing Microsoft's UI Flows and Selenium IDE
    ➢ **Researched** Robotic Process Automation and how UI Flows brings RPA capabilities to Power Automate.

EXTRA CIRRICULAR ACTIVITIES

  ▪ Treasurer -LAU Discover Lebanon Club   **2020 – 2021**
  ▪ Secretary- LAU MEPI-TL Debate Committee   **Feb. 2020 – Feb 2021**
  ▪ Member – LAU Red Cross Club   **Sept. 2019 – Nov 2020**
  ▪ Competitor- LAU Hult Prize   **Sept. 2019- Nov 2020**
  ▪ Debater (LAU) Young Mediterranean Voices Debate - British Council   **Sept. 2019 – April 2020**
  ▪ LAU HELM Magazine (editor)   **May 2020**
  ▪ EuroMed Virtual Debate Championship (represented Lebanon)   **April 2020**
  ▪ Volunteer- National Association for Local Development   **Jan. 2014 – Sept. 2018**

CERTIFICATES

- Microsoft Data Analyst Associate **Oct. 2021 – Dec. 2021**
- PMI Project Management Professional Training **Feb.2021- March 2021**

KEY SKILLS & COMPETENCIES

Programming: Java, Visual Studio, Python
Business: Analytical, Communication, Time Management, Problem Solving, Teamwork, Project Management
Computer: Microsoft Office , SAP ERP (beginner skills), Tableau, SPSS, SAP S4 HANA, SQL, MS Access, Git, Microsoft Power BI
Languages: Fluent in English and Arabic

PROJECTS COMPLETED

- **Evaluated the corporate and business level strategies** that Astrazeneca underwent to acquire Alexion as well as **proposed an alternative strategy** in the *Strategic Management and Policy Formulation course (final grade: A)*
- **Designed an Information System** from scratch for the HR department at Gandour Company using both process modelling and object oriented modelling in the System Analysis and Design course *(final grade: A)*
- **Designed an upgraded network system** that connects both campuses of LAU in the *Business Data Communication course (final grade: A)*
- **Built a healing dashboard** for the survivors of the August 4th Beirut Blast, where live data were made available and statistics about the psychological wellbeing of the survivors on Tableau in the *Data Driven Design Thinking* course *(final grade: A)*
- **Built a database management system** from scratch for a consulting firm based in Tunisia, after conducting BPR *(final grade: A)*
- **Designed a Queuing System** and successfully **solved scheduling problems by optimization** in the *Operations and Production Management course (final grade: A)*
- **Created a social media strategy** for a platform called Tech Talk *(final grade: A)* in the *Introduction to Data Analytics* course
- **Built a sophisticated model** that predicts the Lebanese Lira rate using machine learning algorithms and probability theory *(final grade: A)*