

Fayyad Dahweesh

Management Information Systems (MIS)
Open-Source Intelligence | Data Analytics

PERSONAL

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Nationality: Lebanese

EDUCATION

Bachelor’s Degree in Management Information Systems

Lebanese International University
2014 – 2019 | Saida Campus, Lebanon

SPECIALIZED COURSES

Google Data Analytics Professional Certificate

Coursera | 28-Aug-2021
Consists of 8 courses that include hands-on, practice-based assessments designed to prepare for introductory-level roles in Data Analytics

Open-Source Intelligence Summit & Training

SANS Institute | 11/12-Feb-2021
Specialized knowledge and applications in the open-source intelligence field gaining knowledge on the latest tools and techniques used to collect and analyze data openly found on the internet

Google IT Support Professional Certificate

Coursera | 06-Nov-2020
Includes 5 courses covering industry-relevant curriculum designed to prepare for introductory-level roles in IT Support

The Fundamentals of Digital Marketing

Google Digital Garage, accredited by IAB Europe & The Open University | 15-Sep-2020
26 modules mastering the basics of Digital Marketing and including practical exercises and real-world examples

LANGUAGES

Arabic – Native Proficiency
English – Full Working Proficiency
French – Basic Proficiency

REFERENCES

Available upon request

PROFILE

A motivated self-starter holding a bachelor’s degree in Management Information Systems and equipped with ample theoretical and practical knowledge in the fields of Open-Source Intelligence, Data Analytics, IT Support, Cybersecurity, and Digital Marketing. My objective is to secure a challenging intern or junior position in a reputable organization where I can utilize my academic qualifications and skills gained from my working experience and specialized courses to further enhance my experience and contribute to the growth and success of the organization as an added value team member.

SKILLS

Technical

Management Information Systems (MIS) – Open-Source Intelligence Knowledge – Data Analytics – Information Security – IT Support Basics – Digital Marketing Fundamentals & Tools – E-Commerce Awareness – Cybersecurity Awareness – Information Gathering – Business Analysis

Interpersonal

Problem-solving Skills – Technology Oriented – Teamwork – Self-Motivation – Organizational Skills – Willingness to Learn – Ability to Multitask – Critical Thinking

Computer

Microsoft Office Suite - Spreadsheets – SQL Basics – Tableau Basics – Java Basics – Social Media Platforms

WORK EXPERIENCE

Digital Opportunity Trust - NGO | Lebanese International University - LIU

Beirut, Lebanon Jun 2019 – Jul 2019
Microwork Training

- Worked on digital marketing basics including social media tools, recognizing social media and the internet as powerful business tools.
- Gained digital skills for market research and collecting customer feedback.
- Assisted in tasks related to e-commerce, its related transactions, and the spreading of consumer awareness.
- Participated in workshops related to the online business, with emphasis on digital marketing and the usage of creative tools to reach a more inclusive digital future.

American University of Beirut Medical Center - AUBMC

Beirut, Lebanon Jul 2017 – Sep 2017
Floor Clerk Jun 2016 – Sep 2016

- Ensured a smooth day-to-day operation of the unit.
- Coordinated with other departments such as the admission, collections, IT, and the inventory team.
- Updated the necessary information on the system including the patient’s data, the transfer to other departments’ data, patient procedures scheduling, and other related information.
- Collected, organized, and completed the required documentation required from the patients to finalize their identification and medical information within the medical records, and assisted in the completion of insurance coverage documents and maintaining accurate records of their charge cards.
- Collaborated with nurses, physicians, and other medical units such as the laboratory and the blood bank.
- Abided by the set policies and procedures, including the international patient safety objectives, and the national and international standards.