Razan Kawtharani

NATIONALITY: LEBANESE • **DATE OF BIRTH** 19 AUGUST 1998
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EDUCATION

MUC University	**2022-2023**
IT Diploma	
Lebanese University Faculty of Science	**2020-2021**
Master's in Analytical Chemistry	
Lebanese University Faculty of Science	**2017-2020**
B.S Degree in Chemistry	
Marwanieh high school	**2016-2017**
Official Lebanese Baccalaureate – Emphasis on Life Science	

WORK EXPERIENCE

Quality Assurance Internship at IDS   **2022-2023**
- Conducted through testing of web using manual and automated testing techniques.
- Tested various scenarios.
- Documented and reported defects.
- Identified critical bugs and provided detailed reports.

Math & Chemistry Teacher in CIS College   **2021-2023**
- Maintained student attendance records, grades, and other required records.
- Assisting students in doing experiments in labs and taking safety precautions.
- Assess and look after students progress throughout the term and work closely with other staff to efficiently plan and coordinate work.
- Plan the content to be covered in the class according to the curriculum.
- Communicate with parents and colleagues to meet teaching goals and ethical standards.
- Trained new chemistry teachers, emphasizing the importance of classroom control, time management, course planning, and adherence to the curriculum.

Bridge Outsource Transform (B.O.T)   2019-2022
- Accounting and data entry at Makhsoom
- Filling surveys related to corona virus on different projects via phone calls
- Maintaining professional and clear communication throughout the survey with candidates
- Reviewing and quality control on submitted surveys
- Cleaning outdated data
- Daily planning to make sure survey targets are met

PERSONAL SKILLS

Professional business skills, Ability to cope under pressure, Time management skills, Planning & Organizing skills, Ability to work within a team, proven ability to lead a team, and excellent planning and organizing skills with the ability to formulate and clearly articulate a plan of action

TECHNICAL SKILLS

- Proficiency in programming languages such as Python
- Knowledge of operating systems
- Proficiency in managing and querying databases using technologies like SQL, and knowledge of database design, optimization, and administration.
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CERTIFICATIONS

Completed the CITI Program course: Social and Behavioral Responsible Conduct of Research (certificate attached)

LANGUAGES

Arabic (Native Language)
English (Good)