

Maria Samer Alshaieb

Birth Date: 1 June 1995

Mount Lebanon - Aley

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Career Objective

Seeking a challenging position in a dynamic organization where I can fulfill my previous experience and promote my professional development with an opportunity to excel.

Education

- [2017- 2021] BS of Information and Communication Technology.
American University of Science and Technology, AUST Beirut.
- [2017-2018] Certificate in Office Management.
Continuing Education Center at American University of Beirut, AUB Beirut.
(85\100)
- [2016 -2017] BT3 of Accounting and Informatics.
Byblos Institute, Alay, Mount Lebanon. (15\20)

Experiences

- 2019- 2020 Computer Trainer at SB OverSeas Association, Beirut Center
- 2018 - 2019 Administrative Assistant at NGO "Mentor Arabia" - Internship for 2 months
- 2017 - Private Teaching grade 8 and 9 (Math, English)

Trainings, Workshops and Courses

- 2019 - Project Management course at American University of Science and Technology as a part of my major
- 2018 - ICDL course at American University of Science and Technology as a part of my major
- 2018 - Workshop in program (Steer your Career) at INJAZ Lebanon
- 2018 - Economic Empowerment training with Spark and INJAZ Lebanon
- 2013 - Photography in Magmoua Group for 3 months

Skills

- Microsoft Office (Word, PowerPoint, Excel, Outlook, Access)
- PL/SQL Developer Oracle
- Google Drive
- Basic IT skills
- Basic Knowledge in WordPress
- Typing speed
- Communication skills
- Time Management.
- Photography.

Languages

- Arabic - Fluent - Mother Tongue
- English - Very Good - More than 4 years

Participations

- "Preparation and Submission of Radio and programs" with trainer Tony Salloum at LIU for 12 hours.
- "Thinking out of the box" with trainer Mhd Oyed at LIU for 6 hours.

PS: All official documents and recommendations will be presented upon request