Intissar Abass Mokdad

✉ intissarmokdad44@gmail.com   📱 +961 81667076   in www.linkedin.com/in/intissar-mokdad   📍 Beirut & Nabatieh, Lebanon

Personal Profile

Hard-worker and highly motivated. Experienced in analyzing information and identifying areas of improvement. Quick to learn new technology. I seek challenging opportunities where I can fully use my skills for the success of the organization that is progressive intellectually and technically, and whose goals resonate with my personal values, to make a difference in the world.

Education

American University of Culture and Education (AUCE)
BS in Computer Science
2020 - 2022

Lebanese University
Bio-Chemistry
2017 - 2019

Work experience

- Journalist at Al Khabar / EV Electra LTD.
    - Writer/Editor: maintaining very high quality of outgoing news in both written and digital format.
    - Providing compelling coverage for both anticipated and breaking news mainly in Palestine.
    - Publishing news under high stress situations (more than 15 consecutive hours).
    - Reporting, shooting, montaging videos, narrating, and voice-overing.
    - Graphic designer: designing ads and posters, creating promo videos.

  2021 - present

- Freelancer with NGO's
    - Data Annotator: performing data annotation tasks in projects with (BOT) Bridge.Outsource.Transform.   2020 - present
    - Social Media Intern: creating posters, in project with (DOT) Digital Opportunity Trust Lebanon.   2021

- Social Worker with Action Against Hunger
    Project "Your turn to sort correctly".

  2021 - 2022

- Site Supervisor with Acted Lebanon
    Project "Hiya Tabni" / Women's Empowerment, under the EIIP in Lebanon.
    - Collecting of attendance sheets daily, at the end of the 5 hours of work, making sure the workers completed their tasks and following up of the tools and material in the site and warehouse.
    - Ensuring workers are following safety rules and Covid-19 measures.
    - Providing to the Field Coordinator designs, data and documents of the activities completed.

  2020 - 2021

- Field Officer at Ramaq Association
    - Supporting the CEO in all logistics needs of all projects: stationery; donors visit, accommodation; following up on these issues with trainers and ensuring co-facilitation for all training sessions.
    - Assisting in the preparations required for all association's trainings, workshops, and activities.
    - Entering all data in relations to M&E on excel sheets and documents.

  2020 - 2021

- Teacher at War Child (Remotely)
    - Establishing and carrying out a daily activity schedule that incorporates child directed activity.
    - Observing each child to help him improve its social competencies and build his self-esteem.
    - Learning and using the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues.
    - Assisting children in expressing themselves by listening and responding with questions that extend conversations.
    - Discussing the programs events and the child's progress with parents.

  2021

- Data Entry with British Council
  Project "Shabab ACT", for a month.
  - Inserting data by inputting text based and numerical information from source documents within time limits.
  - Compiling, verifying accuracy and sorting information according to priorities to prepare source data.
  - Answering phone calls and emails, taking appointments, scanning documents, and printing files.

  2020

- Private Tutor
  - Working with students to improve their skills in certain subjects.
  - Preparing lessons, assigning, and correcting homework and tests.
  - Evaluating students' progress and discussing the results with students and/or their parents.

  2018 - present

- Sales Manager at Micro Mall

  2016 - 2017

Certifications

- Certificate in Training of Trainers (ToT) on Gender Based Violence.

  2022

Nucleus Ventures and WozU (with USAID and Tech Hub) in Saida, Lebanon.
- Workforce Full Stack Development Program:
Founded by Apple co-founder Steve Wozniak that focuses on technical education for independent students. I mastered the basics of Programming Foundations (Python), Statistical Programming, Metrics and Data Processing, Intermediate Statistics along with basic Statistics.

Feb. 2022 - Jul. 2022

Digital Opportunity Trust (dot. Lebanon) Funded by Abdul Aziz Al Ghurair Refugee Education:
- Certificate in Digital and Media Literacy.
- Certificate in Microwork.

2021
2020

House of Success Association for Human Development in partnership with DPNA and MCC:
- Certificate in Training of Trainers (ToT) in Communication.
- Certificate in Promoting Communication and Conflict Resolution Skills.
- Certificate in Development of Educational Curricula and Linking them to Labour Market.

2020

Young Mediterranean Voices (YMV):
- Certificate of Participation in National Debate Forums.

2020

Cisco Networking Academy:
- Certificate in Cybersecurity Essentials.

2020

The Nawaya Network:
- Certificate in Development of Leadership and Innovation Capabilities.

2018

DOT Lebanon in partnership with UNICEF under the Generation of Innovation Leaders program (GIL):
- Certificate in Social Media Marketing.

2018

Volunteering

- Volunteer at LRC: Youth Department.
- Volunteer at Fe-male: Young Feminist Collective.
- Observer with LADE: During Lebanon's Elections.

Nov, 2022 - present
May, 2022 - present
May, 2022

Skills

- Microsoft Office: Word, Excel, PowerPoint.
- Hard skills: Data analysis, Social Media Management, Data Annotation, Data Collection.
- Soft Skills: Communication, Flexibility, Creativity, Critical Thinking, Decision Making, Self-Management, Leadership, Organization, Problem-solving, Teamwork, Training.
- Programming: Python, JavaScript, HTML, CSS, C++, PHP, Java, MySQL, React fundamentals (Native, Node.js)
- MS Visual Studio, Eclipse, Android Studio, Visual Studio Code, SQLite, WampServer.

Hobbies & Interests

Women Empowerment and Gender Equality Projects, Artificial Intelligence, Robotics, Traveling, Writing, Photography.

Languages

- English: Fluent.
- Arabic: Mother Tongue.