

Jana Alwan

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SUMMARY

A highly responsible, motivated and hardworking fourth year Mechanical Engineer student. I'm looking to find an internship in my domain of study to enrich my knowledge and take experience. I'm self-motivated with great demonstrated leadership and communication skills. A good team player with strong technical attributes, have high attention to details, highly organised & good at math/analytical skills.

EDUCATION

Currently fourth year Mechanical Engineer

Lebanese University (LU) Faculty of Engineering Branch 1

Lebanese Baccalaureate Degree General Sciences 2018– *Bakhoun High School* Ranked top 1 in all three years

WORK EXPERIENCE

For You Shop - Miriata

2018 - currently

Front Desk Clerk & Sales Manager

- Created and maintained office forms and procedures to assist with administrative tasks.
- Took orders, determined charges, and oversaw billing and payments.
- Greeted and welcomed clients with a warm, friendly and positive attitude.

Home Teaching - Miriata

2020 - currently

I'm teaching students from grade 9 to grade 12 :Math, Physics and Chemistry

PROFESSIONAL SKILLS

Comfortable working with:

- Microsoft Office programs (Word, Excel, PowerPoint)
- MPLAB X IDE
- Proteus
- AutoCAD(2D,3D)/Autodesk
- Robot/Autodesk
- Solidworks
- Fusion
- C#, Visual Studio
- Simulink, Matlab
- LabVIEW
- FluidSIM Pneumatics

LANGUAGE COMPETENCIES

- English: fluent (speaking, reading, writing)
- French: junior
- Arabic: native language

PERSONAL PROJECTS

- Gearbox design:
Learned how to design all parts of a gearbox including drawing them and using Chevalier to find all the dimensions, the dimensional, geometrical tolerances, and the surface roughness
- Plumbing project:
Learned how to lay pipes in a villa for drain water and rainwater and I did all corresponding calculations to choose the suitable pipes.
- Currently working on HVAC project for an apartment

CERTIFICATES

Got a certificate in summer 2021 from MAHARAT Project coordinated by TAKAMOL organization under Qudurat Al Chamal in:

- Soft Skills training and Design and on CNC router
- training on 3D printer