

Jana Naji

Information Technology

✉ jana_naji@hotmail.com

☎ +961 78824247

📍 Beirut, Lebanon

📅 01/05/2000

🌐 Jana Naji

Professional Experience

IT Support, ABS Advanced Building Services	07/2024 – 08/2024
<ul style="list-style-type: none">Proficient in diagnosing and resolving hardware and software issues for end-users.Skilled in providing technical support via email, phone, and in-person interactions.Knowledgeable in user account management, password resets, and data backup procedures.	Rashaya, Lebanon

Education

Teaching Diploma In Education - Informatics Secondary, <i>Modern University For Business & Science - MUBS</i>	10/2024 - present Rashaya, Lebanon
Bachelor's Degree in Information Technology, <i>Lebanese International University - LIU</i>	09/2019 – 01/2024 Beqaa, Lebanon
Lebanese Baccalaureate School, Rashaya High School	2019 Rashaya, Lebanon

Projects

Online Medical Appointment System, Senior Project	10/2023 – 01/2024
<ul style="list-style-type: none">Developed a web-based platform using HTML, CSS, JavaScript, PHP, Ajax, and MySQL PHP myadmin for efficient appointment scheduling and management in medical centersPatients can book appointments online, while nurses and doctors can review and confirm appointments through the website, streamlining operations and enhancing patient care.	
Workforce Data Science Program, WozU, With USAID and Tech Hub	02/2022 – 07/2022
<ul style="list-style-type: none">Mastered foundational skills in Programming (Python), Database Management, and Front-End and Back-End Development.Acquired proficiency in essential areas including Programming Foundations, Database Foundations, Coding from Scratch, and Front and Back end.	

Extra-Curricular activities

Introduction to IoT by DOT	10/2023 Lebanon
<ul style="list-style-type: none">Completed the Introduction to IoT course at Cisco Networking AcademyProficient in networking fundamentalsAcquired skills in IoT concepts and applications	
Robotics -Arduino by DOT	11/2022 – 01/2023 Beirut, Lebanon
<ul style="list-style-type: none">Completed a 3-month Robotics course specializing in Arduino microcontrollers.Proficient in Arduino IDE programming and circuit design for robotic systems.Executed projects involving autonomous navigation, robotic arm control, and sensor integration.	
Digital media and literacy training program by DOT	10/2020 – 07/2021 Lebanon
<ul style="list-style-type: none">Developed a deep understanding of media literacy concepts, including the ability to critically analyze and evaluate media content, discerning between credible sources and misinformation.Enhanced communication skills through practical exercises and projects, effectively conveying messages through digital media channels.Explored emerging trends and best practices in the digital media landscape, staying updated with the latest technologies and techniques to remain competitive in the field.	

Volunteering

Organizer with Youth of Rashaya

2017 – present
Rashaya, Lebanon

- Planned and executed various community events and initiatives aimed at youth empowerment and engagement.
- Collaborated with local stakeholders to identify needs and develop programs addressing social issues within the Rashaya community.
- Mobilized and coordinated volunteers to support event logistics and ensure successful implementation.

Youth Department at LRC

12/2021 – 08/2023
Rashaya, Lebanon

- Participated in youth-focused programs aimed at community service, humanitarian aid, and disaster response.
- Contributed to the promotion of health, safety, and resilience among youth through educational outreach and awareness-raising efforts.
- Developed leadership, teamwork, and interpersonal skills through active involvement in the Youth Department's projects and activities.

Animator with Himaya, *Himaya*

07/2022 – present
Rashaya, Lebanon

- Created engaging animated content to raise awareness about child protection and safety measures.
- Collaborated with the Himaya team to develop creative concepts and storyboards for animations.
- Contributed to the success of various campaigns aimed at promoting child safety and well-being through impactful visual storytelling.

Certificates

Cisco Certified Network

Associate (CCNA) CCNA1: Oct 2021- Feb 2022 Scaling Networks: Nov 2022 - Feb 2023 Switching and Routing: Sep 2022

Cisco Cybersecurity Certification

Apr 2021

Cisco Internet of Things (IOT) Certification

Nov 2023

Skills

- | | | |
|--------------------|-----------------------------|-------------------------------|
| • Microsoft Office | • Team Leadership | • Hardware - Software Support |
| • Social Media | • Python - Java Programming | • Front End Foundations |
| • Problem-Solving | | |

Languages

- | | | |
|-----------|----------|----------|
| • English | • French | • Arabic |
|-----------|----------|----------|