


# Maryam Khoder

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## Objective

Join a Team and working in a growth mind professional environment that will challenge my knowledge and skills

## Summary of qualifications

- Cooperative and able to be part of a group, hard worker, discrete, and trustworthy.
- Able to meet deadlines and learn new tasks and procedures quickly.
- **Advanced skills** in Microsoft office & Java
- **Business Systems:** AutoCAD (2D), PV Syst, MATLAB, PSIM, ISIS (Proteuse), LabView, Arduino
- **Languages:** Arabic, French & English

## Experience



### Electrical Panel Builder

March 2022

EPC, Bchamoun

- Wire custom control panels per detailed schematics
- Hard wire equipment per drawings
- Work with engineers and customers to test the finished product to verify conformance to specifications
- Drawing electrical layout maps for businesses/ residential areas



### Administrative Professional

May 2021- March 2022

Lebanese Red Cross

- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Design surveys, tracked responses, and generate data and reports from google forms
- Update and maintain databases, archives, and filing systems
- Manage accounts and perform bookkeeping
- Capture data into digital databases and performing regular backups









### Data Entry Clerk

Aug 2020 - March 2022

Lebanese Red Cross

- Read procedure documents, compile, sort and verify the accuracy of data before it is entered
- Locate and correct data entry errors or report them to supervisors
- Compare data with source documents, or re-enter data in verification format to detect errors
- Perform clerical duties such as filing, monitoring office supplies, scanning, and printing as needed

 <b>Disaster and Risk Reduction</b> Lebanese Red Cross	<b>June 2021 - March 2022</b>
<ul style="list-style-type: none"> <li>• Data collection related to Covid-19 vaccination</li> <li>• Develop disaster preparedness plans for what to do, where to go, or who to call for help in a disaster</li> <li>• Exercise plans through drills, tabletop exercises, and full-scale exercises</li> <li>• Ensure project outputs are accurately reported into the GIS-123 Survey</li> <li>• Training on disaster in conflict areas has been given to the students in different schools</li> </ul>	
 <b>Electrical Layout Map Drawing</b> EPC, Bchamoun	<b>Aug 2021- Oct 2021</b>
<ul style="list-style-type: none"> <li>• Draft reports and performing other tasks as assigned by the supervisor</li> <li>• Drawing electrical layout maps for businesses/ residential areas</li> </ul>	
 <b>Dispatcher</b> Lebanese Red Cross	<b>April 2021 - June 2021</b>
<ul style="list-style-type: none"> <li>• Collect data from the operating room and the patients, refer cases to the doctors</li> <li>• Locate and correct data entry errors and updating them to the operation room</li> <li>• Reporting each day, doctors, nurses, drivers and patients</li> </ul>	
 <b>Renewable Energy Internship</b> UNIDO, Tripoli	<b>Oct 2020</b>
<ul style="list-style-type: none"> <li>• Draft reports and performing other tasks as assigned by the supervisor</li> <li>• Study the transfer of appropriate technology and training, tools and methodologies to rural communities so that they can create affordable and reliable energy services</li> <li>• Outlining process for determining the consumer impact of associated with allowing renewable generators to provide grid services</li> </ul>	
 <b>Electrical System Design Intern</b> OEA, Tripoli	<b>Jan 2019</b>
<ul style="list-style-type: none"> <li>• Building's layout and principles for good daylight</li> <li>• Lighting calculations and simulation</li> <li>• Conceptual light fitting design</li> </ul>	
 <b>Trainee</b> PNC Power & Control	<b>Nov 2017</b>
M. Ezzat Jallad & Fils, Jounieh	<b>Sep 2017</b>
La Kadischa	<b>Aug 2017</b>
Electricité du Liban, North Lebanon	<b>Sep 2014</b>



**Physics Teacher**

Tripoli Deserves the Best

**2012-2014**

## **Volunteering Experience**



**Lebanese Red Cross**

**2018-2022**

- Emergency Medical Technician
- Disaster Risk Reduction
- Receptionist
- Secretary

## **Education**

**2020**



**Master in Electrical Engineering**

Lebanese French University