

Maya MEHYEDIN

PROFILE

- **Date of Birth:** 13/10/1999
- **Status:** Single
- **Address:**

Address 1: Baalbeck, Lebanon

Address 2: Beirut, Lebanon

CONTACT

PHONE:

+961 70 261 750

EMAIL:

mayamehyedin1310@gmail.com

PERSONAL SKILLS

- Interpersonal Skills
- Influencing and Negotiation Skills
- Creativity and Imagination Skills
- Detail oriented
- Hard worker
- Fast learner
- Communication and presentation skills

TECHNICAL SKILLS

- Microsoft Office
- Programing in several languages (CICSO, Java, Tableau, MYSQL, Visio Professional, Project Professional)
- Cisco 2: Routing Protocols and Concepts
- Programmable logic controllers PLC
- Cisco 1: Network Fundamentals

EDUCATION

University La Sagesse – Masters Degree

Lebanon, Beirut (Present)

Méthodes Informatiques Appliquées à La Gestion Des Entreprises (MIAGE)

Lebanese International University (LIU) – Bachelor Degree

Lebanon, Bekaa (2018 – 2021)

Management Information Systems (MIS)

WORK EXPERIENCE

ARCS / Data Entry Officer

Beirut, Lebanon / Jan 2021 – Dec 2021

- Transfer data from paper formats into computer files or data base system, using keyboards, data recorders or optical scanners.
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the data base or electronic files as requested
- Perform regular backups to insure data reservation
- Sort and organize paperwork after entering data to ensure that it's not lost

Fakiha High School/ IT - Information Technology

Fakiha, Lebanon / Oct 2020 – Jun 2021

- Ministry Program Management,

School of Modern Education / IT and administrative Supervisor

Ain, Lebanon / Oct 2019 - May 2020

- Responsible of the data on E-School Program for online teaching
- Data Entry
- Students and teachers' documents, attendance, and degrees

Private tutor

Baalbek, Lebanon / 2018 – 2021

- Preparing lessons that are grade and subject-appropriate
- Asking the students about upcoming assessments
- Providing their parents with progress updates.

VOLUNTEER WORK

Lebanese Scouts

Fakiha, Lebanon (2014 – Present)

- Leader Trainer
- Music Trainer of Drums + Trumpet
- First Aid Trainer

LANGUAGES

- Native: Arabic
- Fluent: French and English

REFERENCES

- **ARCS – Project Manager:**
+961 70 723 614 /
mehidin@arcsculturesolidali.org
- **Fakiha High School/ IT Manager**
+961 03 045 008
- **School of Modern Education/ Manager**
+961 81 668 335
- **Lebanese Scouts**
+961 71 548 580

TRAININGS

LOST/ Micro Work

Ain, Baalbeck, Lebanon / 2022

NAWAYA/ Management, Marketing and Project Planning

Fakiha, Baalbeck, Lebanon / 2022

LOST/ Life Skills

Ain, Baalbeck, Lebanon / 2021

Lebanese International University (LIU)/ Qualitative Data Analysis

Beqaa, Lebanon / December 20, 2020

Tactical Technology Planning Primer, Lebanese International University

Ain, Lebanon / October 17, 2020

LIU/ Safety and Security Incident Information Management (SIIM) For Organizations, Lebanese International University

Beqaa, Lebanon/September 2020

LIU/ 12 Guidelines Of Effective Time Management, Lebanese International University

Beqaa, Lebanon/August 25, 2020

LIU/ Data Management Project

Tools: MYSQL Workbench

Beqaa, Lebanon/ 2019 – 2020

LIU/ Business Intelligence

Tools: Tableau

Beqaa, Lebanon /2019 – 2020

Lebanese Central Bank Traineeship, Finance

Beirut, Lebanon /2018 – 2019

Lebanese American University (LAU)/ Road Safety Lecture

Beirut, Lebanon /December 2017

LOST/ Entrepreneurship and Creativity Program

Ain, Baalbeck, Lebanon / 2017

US Embassy/ Human Rights

Beirut, Lebanon/ May 2016

USAID/ Community Service Project "Awareness on Traffic Safety"

Beirut, Lebanon/January 2016

Lebanese/Scouts Leadership

Hammana, Lebanon / 2014

It is a scout institution under MEHE in Lebanon, they work on preparing young people and qualify them in accordance with scouting principles to be volunteers for the national social service, they do not deal with political or sectarian matters and have no association with any other parties.

Lebanese Scouts /Scouts Leadership

Hammana, Lebanon / 2014

How to lead scouts of age 14 and above