

SHAN MOHAMMED

DETAILS

ADDRESS

Dorm B
Byblos
Lebanon

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EMAIL

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DATE / PLACE OF BIRTH

March 19, 2002
Sulaymaneyah, Iraq

NATIONALITY

Iraqi

LINKS

[Linked in](#)

SKILLS

Leadership

● ● ● ● ●

Fast Learner

● ● ● ● ●

Python Computer
Programming Language

● ● ● ○ ○

Teamwork

● ● ● ● ●

Creative Thinking

● ● ● ● ●

Time Management

● ● ● ● ●

Active Listening

● ● ● ● ●

LANGUAGES

Kurdish

● ● ● ● ●

English

● ● ● ● ●

Arabic

● ○ ○ ○ ○

EMPLOYMENT HISTORY

Office Manager, Hiwa Church

Sulaymaneyah, Iraq

Jan 2021 — Jul 2021

- Managed and coached several office employees, and assigned and evaluated workloads to ensure productivity.
- Created weekly labor finance reports and presented the results to management.
- Prepared educated projected future revenue and expense reports.
- Thoroughly analyzed records of present and past operations.
- Managed all social media pages and create innovative blog posts to achieve reader satisfaction.

EDUCATION

High School Diploma, Gasha Private School

Sulaymaneyah, Iraq

Nov 2019 — Sep 2020

Computer Science, Lebanese American University

Byblos, Lebanon

Aug 2021 — Present

EXTRA-CURRICULAR ACTIVITIES

Co-Founder, The Youth Network

Sep 2019 — Present

- Founded a nonprofit group that helps the community grow and implement projects to better the future of Iraq with the help of the youth.

Supervisor, Recycling Project

Gasha Private School

Oct 2019 — Jul 2020

- Initiated a recycling system in my high school.
- Supervised the weekly pickups.
- Conducted presentations on why we should recycle and how to use the system.

Volunteer Translator, Hiwa Church

Jun 2017 — Jul 2021

Translated all weekly services from English to Kurdish.

Volunteer Translator, Family Center

August 26, 2018 - August 28, 2018

- Translated a 2-day Workshop on 'Building Leadership, Personal Growth, Team Development' from English to Kurdish.

Tree Planting Project, Hawari Shar Park — Volunteer Manager

December 25, 2019

- Planted 500 trees with volunteers.
- 700 trees in total were donated to the park.
- Time management and volunteer coordination.

Soup Kitchen, Love Wins Community Engagement Center — Volunteer

August 2019

- Helped in the kitchen with food and distribution.
- Cleaned up a local church and put up a tent for future food services.

Wood Working, Green Chair Project — Volunteer

August 2019

- Sanding scratches and Repainting donated furniture for free to give to families in need.

Teenage Juror, Wake County Courthouse — Volunteer

August 2019

- Acted as an active juror on 3 teen court trial cases.

Volunteer, BASMA Organization

Beirut, Lebanon

Oct 2021 — Dec 2022

- Help with office work
- Gift packing Christmas donations

Volunteer, Jesuit Refugee Service

Byblos, Lebanon

Mar 2022 — Apr 2022

- Teaching English and Math to primary school children