

## Hadi Elamine

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### EDUCATION

<b>Lebanese International University</b>	2020 – Present	Beirut, Lebanon
❖ Masters in Digital Marketing		
<b>Islamic University of Lebanon</b>	2015 – 2018	Beirut, Lebanon
❖ B.S in Management Information Systems		
<b>CIS College</b>	2013 – 2015	Beirut, Lebanon
❖ Lebanese Technical Baccalaureate in Information Technology		

### EXPERIENCE

<b>Salem Group</b>	July 2022 – Present
Beirut, Lebanon	
Position Held: Business Analyst and Communication Intern	
❖ Conducted requirements gathering sessions with users; facilitate the requirement validation sessions, and work-group meeting sessions, reach out to users, and scheduled meetings to gather requirements.	
❖ Held meetings with clients to discuss monthly planning and executions.	
❖ Acted as a marketing team supervisor by updating the team on a daily or weekly basis about the needs of the clients.	
❖ Kept track of how the clients' social media pages were progressing.	
❖ Implemented small business strategies in order to increase the firm's client base.	
<b>Optinet Services (Networks company)</b>	November 2020 – January 2021   June 2017 – July 2017
Beirut, Lebanon	
Position Held: Networks and Telecommunication Architect	
❖ Coordinated with the Middle East Airlines (MEA) in implementing the wide spread of fiber-optic cables	
❖ Pioneered the fiber-optic distribution across the Airport	
❖ Acquired problem-solving skills through diagnosing network issues, using the proper equipment	
<b>Netways (International IT consulting firm)</b>	August 2019 – September 2019
Beirut, Lebanon	
Position Held: Business Analyst Intern	
❖ Designed Business rules using Dynamics 365 for customer engagement customization.	
❖ Developed a beta version of a student course registration system under the supervision of the development management team, ultimately achieving a more efficient process for students to sign up for courses.	
❖ Built the Database using SQL server to create tables that collate data for each registration entry by every student to their course, semester, and professors.	
❖ Configured email workflows and alerts for the student course registration system, promoting operational proficiency for students to know that have been enrolled in their courses.	
<b>Graduation Project</b>	June 2018 – August 2018
Beirut, Lebanon	
Position Held: Product Manager	
❖ Compiled a three-month action plan to pan out the requirements and development proposals of the project.	
❖ Coordinated the back-end integration that matches the Entity Relational Module (ER) with data-driven identification tables using Unified Modeling Languages (UMLs).	
❖ Constructed the Database using the MYSQL server to form a coherent connection between all the tables.	
❖ Managed the development of the archiving system using CSS, JavaScript, and PHP to facilitate users to find specific data using keywords created by the users to save up storage space by linking actual files and archived files.	
❖ Initiated a testing phase by simulating user information such as files, images, and videos as archived files. That led to the succession of the search optimization process in locating the user's archived files.	

## PROJECTS ACCOMPLISHED

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- ❖ 2020-2021 Enhancing Fiber-Optic Network at the Middle East Airlines
- ❖ 2019 Business Analyst by Coordinating between the Customer and the Programmer
- ❖ 2018 Student Registration System (Application)
- ❖ 2018 Final Graduation Project
- ❖ 2017 Installation of Fiber-Optic Cables at the Middle East Airlines

## SUMMARY SKILLS

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- ❖ Computer Skills: SQL, MYSQL, Data Entry, MS Office, CMS, Account Management.
- ❖ Languages: Arabic (native), English (fluent), French (intermediate)
- ❖ Soft Skills: Calm under pressure, Communication, Presentation, Team Player
- ❖ Professional Training / Certifications – Microsoft Dynamics 365, Entrepreneurship by New Horizons