Contact

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www.linkedin.com/in/amaljabr
(LinkedIn)

Top Skills

Microsoft Access

PHP

SQL

Languages

English (Full Professional)

French (Elementary)

Arabic (Native or Bilingual)

Spanish (Elementary)

Certifications

SQL Essential Training

Customer-Centric IT Strategy

Getting started with Power BI
Desktop

Microsoft Certified: Power BI Data
Analyst Associate

Learning Data Analytics

Amal Jabr

Database Officer
Beirut Governorate, Lebanon

Summary

An experienced data management specialist with decent statistical, analytical and data management skills. An independent worker with proven ability to collect and manage data efficiently and accurately. Skilled in planning and prioritizing with the ability to complete tasks on time with strong attention to details.

Experience

Norwegian Refugee Council
ERU Database Officer
February 2022 - Present (10 months)
Beirut, Lebanon

-Data cleaning, manipulation, visualization, reporting

-Optimizing data collection processes

-Promoting data protection with best practices

-Coordinating with officers and assistants in different area offices to ensure relevant, timely and accurate data collection.

-Coordinating and working closely with M&E department for outcome monitoring

-Working on emergency response optimization and swift reporting for donors

-Capacity building through frequent meetings with and trainings of the emergency team

-Moving data to Dynamics database

-Digitalizing some tasks and becoming more eco-friendly

- Building Kobo survey for needs assessment

- Building data analysis dashboards on PowerBI within M&E training and integration

ArabiaGIS
Data Management Specialist
January 2019 - December 2021 (3 years)
Council for Development and Reconstruction, Beirut

- Perform all data entry related tasks including searching, sorting, proofing, updating, storing and verifying

- Maintain data files accurately.
- Ensure defined productivity and quality targets are met.
- Identify process improvement opportunities as they arise.
- Report process deficiencies to ensure accurate execution of tasks.
- Compile, sort, verify and correct data to be entered.
- Resolve discrepancies
- Maintain records of work completed.
- Process and resolve data inquiries by searching and reviewing the databases.
- Review website and reporting tool against database to ensure data integrity
- Cooperate with data entry specialists in other departments
- Meet with engineers to ensure data is up to date
- Communicate data between departments

Irfan High School
Mathematics and Physics Teacher
September 2017 - June 2018 (10 months)
Hasbaya,Lebanon

- Plan, prepare, and teach lessons, promoting the general progress and well-being of students.
- Communicate, cooperate, and consult with school staff, and parents/guardians in the students' best interest
- Build knowledge by attending continuing education seminars
- Create a classroom culture that is welcoming and positive.
- Adopt differentiated learning with engaging and interesting experiences to ensure good performance of students with diverse abilities and interests
- Assess and evaluate student growth

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Education

Lebanese University - Faculty of Economics and Business Administration
Master's degree, Computer/Information Technology Administration and Management · (October 2010 - February 2016)