Ali Tamra

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Nationality: Lebanese

EDUCATION:

2016-2017   **Master's degree – Software engineering**
— Lebanese university, Faculty of Sciences - Tripoli.

2015-2016   **Master's degree – Computer sciences**
— Lebanese university, Faculty of Sciences - Tripoli.

PROFESSIONAL EXPERIENCE:

2017 – Present   **School administrative assistant** at "Tal Hmayra" official school :

- Used SIMS (School Information Management System), which is a student information system provided by the Lebanese ministry of education, to prepare various correspondence, reports and other written material.
- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Assisted coworkers and staff members with special tasks on daily basis.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Interacted with parents, administration and ministry of education to receive orders, direct activities and communicate instructions.
- Completed forms, reports, logs and records to quickly handle all documentation for administration.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Managed filing system, entered data and completed other clerical tasks.
- Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; assist in the preparation of annual budgets and other annual reports.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.

2014 – Present   **Teaching math and coding** at "Al Ataa Center"

- Established open communication and positive relationships with students, parents, peers and administrative staff.
- Planned lessons, activities and trips to cover all required course material.

2017 – Present   **Software engineer** (Freelancer) :

- Collaborated with clients to define solution requirements, accounting for applicable development variables.
- Installed and configured software applications and tested solutions for functionality.
- Created procedures for system monitoring, recovery, backup and optimization.

TRAININGS AND CERTIFICATES:

- Training at "**Mobinets**" company, From 13 February 2017 to 10 June 2017:
  - Graduate project:
    Adapting existing system to LDAP security using: JNDI, LDAP server, Active directory, Oracle DB, Spring security, Vaadin.

- Certificate from "The Lebanese Programmers Association" accomplish the "**Microsoft Summer Internship Program**", summer 2016:
  - Develop 3D game using : visual studio C#, sql server , Maya and Unity 3D

- Feb 7 , 2014 : Certificate of achievement:
  - Microsoft Access, from **aramex** corporate university.

- The **English Access Microscholarship Program** :
  - January 15, 2012 : Certificate of award:
    "The English Access Microscholarship Program", from **The Embassy of the United States of America in Beirut**.
  - July 10 , 2011 :Certificate of achievement:
    "Project citizen training and showcase", from The Lebanese Center for civic education - **Civitas Lebanon and The AMIDEAST**.
  - March 6 , 2010 :Certificate of achievement:
    "Leadership program", from **The Injaz Lebanon and AMIDEAST**.

SOCIAL EXPERIENCE:

- Kids volunteer, **RUWWAD AL TANMEYA** association-Lebanon
- **YMCA** training (how we can organize a summer camp)
- July 4, 2009 – August 16, 2009 (12 days) : certificates in sessions :
  1. Creative thinking
  2. Effective communication
  3. Leadership
  4. The work of the municipal councils
  5. Child labor
  6. Accept the other and resolve the conflicts
     From TRIPOLI H.D.A , AL AMAL AL WAAD social association, literary home and science and development association, ARAA culture association and ITAR the Lebanese web for development

SKILLS:

Languages:	— Arabic: native language	**Software :**	— Netbeans
	— English: good		— Eclipse
	— French: good		— MySql Workbench
			— Photoshop
			— Microsoft office (Word, Powerpoint, Excel, Access)
			— Microsoft teams