

# MALAK HLEIHEL

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## EDUCATION

**2021-2024**

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY MANAGEMENT, LAU**

-Granted USAID Scholarship

-CGPA of 3.24/4

-Professional in Microsoft word, Microsoft excel, Microsoft PowerPoint presentation, Microsoft access database, and Tableau.

-Member of Data Analytics club

**2018-2021**

**OFFICIAL LEBANESE BACCALAUREATE, BISSAN SECONDARY SCHOOL**

-Very good standing (16.44/20)

## MEMBERSHIPS & ACTIVITIES

- **Youth Leadership Program ALUMNI at UNDP (August 2023-January 2024)**  
Working on a project for mental health issues to students at schools.
- **Implementation of Community Service Project under the USAID-Higher Education Scholarship in Collaboration with Yasa (May 5, 2023)**  
Providing the necessary materials for road safety and prevention of car accidents on the dangerous road of "Zandouqah".
- **Contestant at the Data Visualization Competition (Dec 3, 2022)**  
Offered by the Department of ITOM at LAU in collaboration with the Academy of Continuing Education. I visualized data, got out insights, and created dashboard, as well as charts about a given data set.
- **USAID Scholarship Ambassador (Jan 2022-May 2022)**  
Guiding new USAID applicants throughout the registration process under supervision of HES management committee.
- **Member at both Music and Fashion clubs at LAU (2021-2022)**  
I shared in events performed by the club at the university.
- **Committee Member at "Sa3ed Community" (March 2021-Present)**  
It is a youth volunteering campaign that aims to help vulnerable families by providing them with food aid.
- **Member at Icademy (2020-Present)**  
I shared in events performed by the club at the university.
- **Photographer at Model Arab League-UNRWA (2018-2019)**

## EXPERIENCE

- **Administrative Assistant** at Amideast Lebanon (November 2023- January 2024)
- **HES Mentor for ITM students** at Lebanese American University (September 2023-Present)
- **MEAL Intern** at ISWA NGO (April 2023-June 2023)  
Working with MEAL (Monitoring Evaluation Accountability and Learning).

## VOLUNTEERING

- Beach Cleaning with SWIM Lebanon (Oct 2023- March 2024)
- **Coordinator** with **MMKN** NGO (May 2023-May 2024)
- Volunteer at **Lebanese Civil Defense**-(Jan 2023-present)
- **Data Entry Specialist** at **Al Reaaya** (Dec 2022-present)
- **Food Distributer** volunteer at **Bonheur du ciel**-(Nov 2022-present)
- **Tree planting** volunteer at **TheOtherForest** NGO -June 2022
- **Translator** at **Coursera**- (Oct 2021-Present)
- Food parcels **Distributer** at **Sa3ed Community**- (2021-Present)
- **Marathon management** volunteer with **Vivicitta**- (May 2019-Aug 2016)

## WORKSHOPS AND CERTIFICATES

- **Attended 30+ workshops on the below different topics (2021-2022-2023-2024)**  
Data Analysis, Banking and Finance, Citizenship, Civic Responsibility, Project Management, Public Speaking, Leadership, Communication, Negotiation, Monitoring and Evaluation, Conflict Resolution, Anger and Time Management, Personal Development, Basics of Field Reporting, Emotional Intelligence, Income Savings and Assets, Digital Marketing...etc.
- **Creative thinking and New Innovation training by EDRAAK-Jan 2021**