Fatima Dia

CONTACT ME

+961-71-564789

fmd14@mail.aub.edu

PROFESSIONAL PROFILE

An enthusiastic and dedicated Computational Sciences Graduate student with a B.S in Mathematics and a teaching diploma, holder of USAID USP scholarship, with a wide-ranging experience in areas of Mathematics, Statistics, Machine learning, Data science and Education. A hard working committed team- player who works successfully to meet targets and deliverables efficiently. I thrive to perform effectively and learn continuously even within highly pressurized environments.

EDUCATION

Sep/2022 to Present **American University of Beirut**
MSc in Computational Sciences

Jun/2021 to May/2022 **Lebanese American University**
Teaching Diploma
 Scholar at URAD (undergraduate research and discovery program)

Sep/2018 to Jun/2021 **Lebanese American University**
 BS in Mathematics

EXPERIENCE

Jan/2016 to Jun/2016 **Private Job**
Jan/2019 to Jun/2019 **Position: Private tutor**
Jan/2020 to Jun/2021

- Offer private tutoring for students on a one-on-one daily basis.
- Review material presented during classes with students and prepare for exams on a weekly and a monthly basis.
- Prepare assessments and additional material to improve their knowledge and skills.

June/2017 to Jul/2017 **Stars Summer Camp**
June/2018 to Jul/2018 **Position: Project Assistant and Monitor**

June/2019 to Jul/2019

- Planned and organized registration, schedules, and activities
- Monitored students on a daily basis during summer camp activities.
- Following up with instructors and students consistently and resolving any issues.

Jan/2020 to Feb/2020 **Dar Al Aytam Al Islamiya Center**
 Position: Volunteer
- Conduct weekly and monthly visit to center.
- Assist in planning, organization, and implementation of activities and classes.
- Tutoring orphans in center and assisting them

Feb/2020 to March/2020 **Beit Rafqa Elderly Center and Der Saydet El Inaya**
 Position: Volunteer
- Conduct weekly and monthly visit to center.

- Assist in planning, organization, and implementation of activities and classes.

Jan/2021 to May/2021   **ToREAD Company**
          Position: Intern (Tutor)

- Provide tutoring for student in the ToREAD's virtual classrooms.
- Creating content and preparing material of Mathematics for General Sciences and Life Sciences course including syllabus, summary sheets, extra exercises, PowerPoint presentations
- Coordinated and worked with various teams to meet deliverables.

Jan/2021 to May/2022   **Lebanese American University**
          Position: LAU USP office
- Monitor mentees performance, academic results, and volunteer work
- Report to USP office on performance of mentees on a monthly basis
- Assist mentees in any help needed.

Jun/2021 to July/2021   **Private Job**

          Position: Private Tutor

- Offer private tutoring for students facing difficulties with online learning.
- Review material presented during online classes with students on a weekly and a monthly basis.
- Prepare assessments and additional material to improve their knowledge and skills.

Sep/2021 to May 2022   **HHS 2 School**

          Position: Student Teacher (Intern)

- Follow the school calendar and the daily routine of the cooperating teacher

- Plan lessons consistent with the principles learned in the education courses. Confer with the cooperating teacher about proposed plans allowing for sufficient time to make suggested revisions

- Solicit suggestions and feedback on how to improve their teaching skills

- Implement suggestions offered and share ideas. This is a collaborative team effort.

- Meet in a weekly seminar with the university course instructor and fellow student-teachers to share observations and help one another with suggestions.

June/2022 to Sep/2022   **Geek Express**

          Position: Part time Customer Service Agent

- Handling Clients' Inquiries and ensuring positive overall customer experience
- Coordinating between parents and trainers when needed
- Reporting comments/complaints to team leads and preparing daily logs
- Meetings with team on a weekly basis

Sep/2021 to Present   **Geek Express**

                       Position: Part time Trainer

- Teach students from different age groups programming (App development – Game development – AI engineer)
- Online coding and programming sessions for kids
- Coding Languages: Python, LUA, JavaScript, Block based coding, Scratch
- Ensuring individualized attention to meet the unique learning needs of each learner

Sep/2022 to Present   **American University of Beirut**

                       Position: Teaching Assistant

- Graduate teacher assistant in the mathematics department
- Assisting professors and departments with various administrative tasks
- Assisting professors in lectures and exams

Jan/2023 to Present   **CodeBrave**

                       Position: Coding and Robotics Teacher

- Teaching coding and robotics classes to underprivileged youth in schools in Lebanon (including both remote and in-person) using CodeBrave's curriculum.
- Tutoring children internationally through the social enterprise CodeBrave Tutors.
- Attending training sessions and meetings, as required.

ACHIEVMENTS/CERTIFICATES/TRAININGS

Clubs
- Sep 2018- April 2019   **LAU nursing club**
- Sep 2018 - April 2019   **LAU Survival Club**
- Sep 2019- April 2022   **LAU Mathematics Club**
- Sep 2019- April 2022   **LAU Discover Lebanon Club**

Workshops

- Big Data Analytics
- Professional Writing
- Healthy Lifestyle & Nutrition tips
- Project management- Innovation & Entrepreneurship
- Basic cooking skills
- Time Management and study skills
- Catching every opportunity in life
- Stress Management
- Community development & Project Management
- Power of Charisma
- Mind mapping & mental health
- Engaging in Productive Self- Reflection
- Emotional Intelligence
- Goal setting strategies

CERTIFICATES& TRAININGS

- **Excel Skills for Business Essentials – Macquaire University at Coursera**
- **Self Defense – LAU Survival Club**
- **Data Visualization – Kaggle**
- **Intro to machine learning – Kaggle**
- **Pandas – Kaggle**
- **Data Cleaning – Kaggle**
- **Python – Kaggle**
- **COVID-19 training – Lebanese Red cross**
- **Let's Break the chain of Covid-19 Infection – The Mohammed Bin Rashid University**
- **Find your Light- The Mohammed Bin Rashid University**
- **Maharat min Google Fundamentals of Digital Marketing – Maharat min Google and LAU**
- **Machine Learning- Municipality of Ghobeiry**
- **Mastering Self-Regulation – OCE at Lebanese American University**
- **Soft- Skills- OCE at Lebanese American University**
- **Data Science Math Skills – Duke University at Coursera**
- **Certified Microsoft Innovative Educator – Microsoft Educator Center**
- **Microsoft Data Analyst Associate Program – Codi Tech**

SKILLS

Languages: English and Arabic

Computer Skills: Java, Python, MATLAB, R, FreeFem++,Microsoft office(Excel- Word – PowerPoint