

**Name:** Rawan Zaid Saryeddine

**DOB:** 6 March 2002

**Address:** Alley, Mount Lebanon

**Mobile:** 79195298

**Email:** rawansrd@gmail.com



**Objective:**

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

**Education:**

- Bachelor of science in Industrial Engineering-Lebanese International University (Fall 2019-Spring2023)
- Life Science (LS)-Majdelbanna Official Secondary School (2018-2019)

**Skills and Competencies:**

- Personalized Customer Service
- Stress Tolerance
- Excellent Communication Skills
- Microsoft Office: Word, Excel, PowerPoint, Visio.
- Autocad, Catia, Minitab, Mathlab, Surfcam .
- Java language: beginner level.

**Work experience:**

## **B.O.T Outsource/ Artificial Intelligence ; Freelancer; Data Entry**

### **December 2021-Present**

- Collecting data by annotating images.

## **Internship at Al Moutahed Co. S.A.L; Quality Control October 2022- November 2022**

- Remove or discard all products and equipment that fail to meet specifications. Quality control inspectors examine products and materials for defects or deviations from specifications.

## **B.O.T Outsource / Bankers Project ; Data Entry**

### **September 2020- December 2020**

- Using various processes like typing for entering data into computer.

## **Cherry Blossom Boutique Hotel/Hostess**

### **July 2021- September 2021**

- Welcoming customers to a food service environment and ensuring that they are seated and receive attentive service.
- Maintaining a waitlist of patrons during busy meal service.
- Passing out menus and accepting phone calls.

## **Scout Experience:**

- Appointments Secretary in Democratic Scout Association. (May2019-Present).

## **Honors & Awards:**

- Model European Union 2018(LAU –Beirut).

- **Girls Got It March 2018(USJ -Beirut).**
- **DOT Artificial Intelligence Certificate(2021)**