

# Rayan Ezzddine

Beirut, Lebanon



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## Skills

- MS Office
- Word Press
- Basic java
- Auto Cad
- Google Drive
- Spread sheets

- Interpersonal
- Fluent in English and Arabic
- Time management
- Primary Data Collection
- Back end Data processing
- Office Management Clerical Support

## Experience

2019

### Organizer / LIU, Beirut

- At annual commencement 2019-LIU (Forum de Beirut) lead by head of marketing department and career development at LIU Dr. Laila Manasfi
- At Student & Young Professional Lebanon Congress (SYPLC) 2019 (LIU Mount Lebanon)
- At Art week 2019 by Fine Arts & Design Department and Takween Association.
- At ICDEc 2019 (International Conference on Digital Economy) at LIU Beirut.
- At 14<sup>th</sup> Career Fair 2019 at LIU Beirut lead by head of marketing department and career development at LIU Dr. Laila Manasfi.

2018 – 2020

### **Vice President / Events club, LIU Beirut**

Managing and organizing team work and effort in each single handled event on and outside campus and ensuring maximum management of time, work and efforts for every successful event.

MARCH 2019 – JULY 2019

### **Office employee / Marketing Department , LIU Beirut**

Student staff and office employee under the leadership of the head manager of the marketing department in LIU Beirut Dr. Laila Manasfi.

2015 – PRESENT TIME

### **Private tutoring / within indoors**

Responsible for indoor house private tutoring of students from 7<sup>th</sup> graders till students of 9<sup>th</sup> graders, for the insurance of better education and focusing on their weak points and skills in presenting the indurable information received in school.

SEPTEMBER 2021

### **Cv Data Entry and Classification / B.o.t freelancing company**

Data clerk , responsible for collecting and entering data from present and presented cvs of the clients and entering them in an organized google form .

SEPTEMBER 2022 – NOW

### **Call center/echat-calls / touch lebanon**

Customer service center, it is required to answer calls and echat with customers to assest them with any inquiry handling a massive data base .

MARCH 2023 – AUGUST 2023

### **Al Afaq Construction, Lebanon**

Mechanical engineer intern

Pavilion workshop

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## **Education**

JULY 2016

### **High school life science degree / International Lessing School, Chouiefet**

Life science high school degree with a score of 448 (very good)

2018-2022

### **Bachelor in mechanical engineering / LIU, Beirut**

Undergraduate at my senior year with a GPA of 2.73

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## **Workshops/Seminars and conferences (attended)**

- “Micro-work training” by DOT Lebanon within the GIL program in partnership with UNICEF at LIU-Beirut.
- “Event management system” workshop by Jaafar Berro (Master in music production and president of community clubs) at LIU-Beirut.
- Seminar on the Factory of the Future (Industry 4.0) by Dr. Joanna Daaboul (Associate Professor at Université de Technologie de Compiègne and researcher in Roberval Mechanical Laboratory (France)) at LIU-Beirut.
- Seminar on Inter-Generation Communication and Understanding by Anthony Akl kairouz, JKCC international at LIU-Mount Lebanon.
- Seminar on what it takes to become a winner by Rami Daccache, transformation lab at LIU-Mount Lebanon.
- Seminar on leading at work by Tony Charaf at LIU-Mount Lebanon.
- Seminar on positives mindset and growth by Milad Hadchiti at LIU-Mount Lebanon.