

# Ahmad Choueib

IT Specialist | Experienced Computer Educator and Technologist | Calculus, Programming Language and Database Instructor

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## Summary

I am an adaptable and seasoned IT Specialist with a strong focus on technology and innovation. My extensive experience in computer education, networking, programming, and multimedia has equipped me with the skills to excel in various IT roles. Passionate about empowering others with knowledge, I have also dedicated myself to teaching and training in both educational and corporate environments. Experienced in troubleshooting software and hardware issues, I have managed and maintained computer labs and networks, ensuring optimal functionality.

## Experience

### **Tahaddi Lebanon (Mar 2018 - Present)**

*Position: Computer Educator*

Location: Beirut, Lebanon

Responsibilities:

- Managed a computer lab with 18 PCs (2 backups), a network switch, a server, and a projector, providing comprehensive education to students aged 8 to 16.
- Educated students on computer basics, including keyboard and mouse usage, PC components, file management, and Microsoft Office tools (Word, Excel, PowerPoint).
- Introduced students to programming concepts through basic Python coding, Code.org, Microbit, and Arduino platforms.
- Taught graphic design skills using Adobe Photoshop and provided hands-on training in video editing using Adobe Premiere and After Effects.
- Installed and managed sound systems for choir and theater events, handling 2 big speakers, a mixer, and XLR connections.
- Designed and implemented a peer-to-peer lab network with internet connection, managing the class through specialized software from the main PC.
- Maintained the health of the computer lab, troubleshooting software and hardware issues, ensuring all systems were updated and functioning smoothly.
- Developed and executed daily and monthly curriculum plans, aligning with educational goals and student needs.

### **Bedayati (Jun 2019 - Present)**

*Position: IT Specialist and Computer Educator*

Location: Beirut, Lebanon

Responsibilities:

- Maintained the health and repair of 18 laptops, ensuring optimal performance and functionality.
- Managed network connections for all PCs, providing seamless connectivity.
- Taught Python programming and database management, with a focus on practical applications.
- Delivered comprehensive digital literacy education to students aged 16 to 30, covering topics from basic computer usage to Gmail, Google Drive, and Microsoft Excel.
- Assisted with the entrepreneurship program, teaching students about finance, budget creation, profit and loss analysis, and related Excel sheet management.
- Guided students in creating PowerPoint presentations, enhancing their communication and presentation skills.
- Managed the organization's WordPress site, handling backups, repairs, updates, and content creation.
- Conducted workshops on computer repair and networking.

### **European Global School (Sep 2022 - Present)**

*Position: Lecturer in Calculus and Programming Language*

Location: Istanbul, Turkey (Remote)

Responsibilities:

- Taught through Google Meet and specialized online platforms, delivering lectures on calculus, programming (1 and 2), database, and computer hardware.
- Created and administered online exams and presentations, ensuring comprehensive assessment and student engagement.

### **Madi Tech (2009 - 2015)**

*Position: Sales and Technical Support Specialist*

Location: Beirut, Lebanon

Responsibilities:

- Sold PCs and various technological products, catering to customer needs and preferences.
- Troubleshoot network and computer issues, both hardware and software, providing timely and effective solutions.
- Utilized technical expertise to diagnose and fix problems, ensuring optimal system performance and customer satisfaction.

## Education

### Lebanese International University

Degree: Bachelor's degree, Computer Science (2015 - 2018)

## Skills

### Technical Skills:

- **Programming Languages:** Python, Java, C#, Arduino
- **Web Development:** WordPress, HTML, CSS
- **Database Management:** MySQL, SQL Server Management Studio, Microsoft SQL Server, ER Diagram Creation
- **Software Tools:** Microsoft Office (Word, Excel, PowerPoint, Visio, Access), Adobe Photoshop, Adobe Premiere, Adobe After Effects, Cisco Packet Tracer, Visual Studio, Visual Studio Code, Microsoft SQL, MySQL Workstation
- **Operating Systems:** Windows, Android, iOS
- **Networking:** Network Troubleshooting, Peer-to-Peer Networking, Wi-Fi Management, IP Address Configuration
- **Hardware Maintenance:** Computer Repair, Sound System Installation
- **Multimedia Editing:** Storyline Creation, Content Editing, Audio Setting, Motion Graphics
- **Cloud Services:** OneDrive, Google Drive

### Teaching & Training Skills:

- **Curriculum Development:** Lesson Planning, Quiz Creation, Teacher Training
- **Digital Literacy Education:** Basic Computer Usage, Google Drive, Microsoft Excel
- **Entrepreneurship Education:** Finance, BAAdvanced Listening and Reading, Limited Speaking, Basic Writing Skills, budget Creation, Profit and Loss Analysis
- **Specialized Instruction:** Calculus, Programming (Python, Code.org, Microbit, Arduino), Graphic Design (Photoshop), Video Editing (Premiere, After Effects), Computer Repair, Networking

### Business & Management Skills:

- **Digital Marketing:** SEO, Google Analytics, Web Analytics, Data Analytics, SEM
- **Project Management:** Business Analysis, Project Finance, Data Analysis
- **Sales & Customer Service:** PC Sales, Technical Support

## Languages

- **English:** Proficient
- **Arabic:** Fluent
- **French:** Advanced Listening and Reading, Limited Speaking, Basic Writing Skills