JANA NOUREDDINE

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SUMMARY

Highly motivated graduate with a passion for data and a strong foundation in the field. Recently completed the Google Data Analytics program; actively expanding knowledge and skills in data analysis techniques and tools.

SKILLS

- 🖳 Spreadsheets
- 🖳 Tableau
- 🖳 Microsoft Power BI
- 🖳 SQL Language
- 🖳 R Programming Language
- 🖳 Analytical Skills
- 🖳 Problem Solving
- 🖳 Time Management
- 🖳 Organizational skills

EDUCATION

- ☞ 2021 - 2022: Master M1 Business Computer
  - o Lebanese University – Faculty of Economics and Business Administration – Hadath.
- ☞ 2017 – 2021: Bachelor's in Business Computer
  - o Lebanese University – Faculty of Technology – Saida.

WORK EXPERIENCE

- **Aug 2023 – Jan 2024:** Internship Monitoring and Evaluation, Remote
  - o For a Project with Social Worker Syndicate Lebanon in collaboration with UNFPA
    - ☞ Data Collection, storage, and management of data using tools such as Google Drive and Excel.
    - ☞ Generate Report to communicate findings effectively and translate data into clear and actionable insights for stakeholders, utilizing a combination of tables, charts, and narrative reporting formats.
- **Nov - Dec 2021:** Internship at Ogero Telecom.
  - o Exposure to telecom essentials: Cabling, jointing, cable properties, site surveys, mapping, earthing, Wi-Fi, and DSL during a student internship.

TRAINING & WORKSHOP

- **Feb 2024:** Google Data Analytics Professional Certificate, Coursera
- **Jun 2023:** Microsoft Power BI, Practical Accounting Academy
- **May 2023:** Tableau in Practice, Centre MINE (Careers, Innovation and Entrepreneurship Center)
- **Dec 2021**: Cisco Linux Essentials, DOT Lebanon
- **Nov 2021:** Cisco Linux Unhatched, DOT Lebanon

LANGUAGES

- 🌐 Arabic (Native)
- 🌐 French (Good)
- 🌐 English (Good)