#### Jack Badro

Address: Dekwaneh City: Mount Lebanon

Place and Date of Birth: Achrafieh, 10 December 1999

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## **Skills Summary**

- Microsoft Office
- Basic knowledge in Linux
- Basic knowledge in Programming C++
- Communication Skills

#### **Certificates**

• Certificate from **Cisco** in IT Essentials

### **Work Experience**

**TapTech** November 2023 – Present

Co- Founder & Chief Operations Officer

- Collaborate with other founders to define the company's vision, mission, and long-term strategy.
- Identify market opportunities and develop plans to capitalize on them.
- Drive innovation and the development of new products or services.
- Recruit, hire, and retain top talent.
- Mentor and support team members, ensuring they have the resources and guidance needed to succeed.
- Identify and pursue strategic partnerships, alliances, and collaborations.
- Develop and maintain relationships with customers, and industry leaders.
- Ensure products meet market needs and maintain high quality standards.
- Identify areas for improvement and implement necessary changes to optimize operations.
- Identify operational risks and develop strategies to mitigate them.
- Oversee customer service and support functions to ensure a high level of customer satisfaction.
- Develop processes to gather and respond to customer feedback.
- Work closely with other executives and departments to ensure alignment and coordination across the company.
- Facilitate communication and collaboration between teams to achieve company objectives.

# **Education Level**

# American University of Science and Technology, Achrafieh

2021 - Present

- Second year of Information Communication and Technology Cybersecurity & Ethical Hacking
- Terminal SE

2020-2021

## Languages

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