

Sarah Mghames

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Through my psychology research, I discovered a passion for data and a curiosity to learn data analysis. I am committed to mastering analytical skills and pursuing a career as a data analyst, bringing analytical insights to drive impactful decisions.

Languages

Arabic – native

French – fluent

English – fluent

Skills

- Data Analysis and Visualization: **Excel, SQL, Power BI, Tableau**
- Communication: **Written and Verbal Skills**
- Project Organization: **Time Management and Organizational Skills**
- Microsoft Office Suite: **Word, PowerPoint, Outlook**

Trainings & Certifications

Google Data Analytics Professional Certificate – Coursera
(June 2024 – Present | 60% Completed)

Actively pursuing the certificate

- Enhancing skills in data cleaning, organizing, and analysis using SQL and spreadsheets.
- Developing expertise in creating dashboards and data visualizations using Tableau.

Microsoft Power BI Certification
(Ongoing)

- Gaining expertise in advanced data visualization and dashboard creation to support interactive reporting.

MEAL training – Amideast
(February 2024 – May 2024)

- Learned data collection tools for monitoring and evaluation (M&E) purposes.

Education

Lebanese University – Faculty of Letters and Human Sciences II – Fanar
Research Master's in Clinical Psychology (2020 - 2022)
Bachelor's in Clinical Psychology (2015 – 2020)

Work Experience (starting by most recent)

Program Associate & Educational Assistant Advisor – EducationUSA, Amideast (October 2023 – Present)

- Managed and updated databases to track educational activities.
- Generated analytical reports to evaluate program performance and engagement.
- Collaborated with team members to deliver ad hoc analytical insights for stakeholders.
- Supported the implementation of EducationUSA grant targets through the annual work plan.

Independent Contractor – Amideast (August 2022 – September 2023)

- Provided comprehensive support for administrative and reporting needs for all departments including testing, EducationUSA and the scholarships department.
- Assisted in reporting and data organization for program management.

Personal Assistant to the CEO – private law firm (July 2020 – November 2020)

- Maintained accurate databases for performance reviews and documentation.
- Prepared detailed reports and summaries to support decision-making.