Hussein Talib
Computer Science

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SKILLS

- Data management
- Data Visualization (Data Studio, Excel, SPSS...)
- Microsoft office suit (Word-Excel-Power point)
- SQL, MYSQL AND ACCESS MANAGMENT
- Data Entry
- Pivot table development and management
- Data Collection (KOBO, Google forms, SPSS...)
- Data Cleaning and Validation
- Data sorting
- Process improvement
- Report generation

LANGUAGES

English
Native or Bilingual Proficiency

Arabic
Full Professional Proficiency

Creole
Full Professional Proficiency

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER SCIENCE
LEBANESE INTERNATIONAL UNIVERSITY
Tyre

WORK EXPERIENCE

Educator Plus (Youth Assistant)
Norwegian Refugee Council (NRC)

08/2024 - Present   *Nabatieh Youth Center*

Achievements/Tasks

- Facilitating course implementation and supporting student enrollment and registration processes.
- Providing outreach and following up with youth, addressing attendance and drop-out cases.
- Collecting, compiling, and reporting student progress and attendance data.
- Managing inventory and tracking the distribution of educational materials.
- Collaborating with Youth Officers and fellow educators to ensure quality course delivery.
- Proficient in using Microsoft Word and Excel for administrative and reporting tasks.

Educator (ICDL and Advanced Excel)
Norwegian Refugee Council (NRC)

09/2022 - 08/2024   *Nabatieh Youth Center*

Achievements/Tasks

- Preparing weekly/monthly reports and work plans in accordance with the established quality standards.
- Developing weekly and monthly exams in coordination with the Youth Officer.
- Coordinating with the site administrator to ensure the effectiveness of the computer laboratories and the maintenance of the equipment available in it.
- Providing Support : Offering one-on-one support and guidance to students, addressing their individual learning needs and challenges.
- Reporting : Preparing reports on student performance, course effectiveness, and training outcomes.
- Collaborating : Working with other educators and staff to align curriculum and training methods with institutional goals and standards.

Tutor and Educational Facilitator
AESS Academy

07/2014 - 12/2020   *Tyre*

Achievements/Tasks

- Delivered one-on-one and small-group tutoring sessions in mathematics, English, and science, tailored to individual learning needs and goals.
- Designed customized lesson plans and educational materials to strengthen students' understanding and improve academic performance.
- Monitored student progress through assessments and provided constructive feedback to foster improvement.
- Facilitated interactive learning sessions for diverse age groups, promoting active engagement and participation.
- Implemented innovative teaching methodologies to cater to various learning styles and needs.
- Used digital tools and platforms to deliver content and manage student learning remotely.