

# Riham Tarabay

Beirut, Lebanon

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## EDUCATION

**Lebanese American University, Beirut, Lebanon**

**Expected Graduation June 2025**

Bachelor of Science in Computer science with minor in Data Analytics

Cumulative GPA: 3.2/4.0

**American University of Science and Technology, Beirut, Lebanon**

**2021-2022**

Bachelor of Science in Information and Communication Technology with an emphasis in Cyber Security

**Hammana High School, Mount Lebanon, Lebanon**

**2021**

Lebanese Baccalaureate, Economy and Sociology Section

Degree Classification: Good (15.87)

## WORK EXPERIENCE

**Code Alpha, Lucknow, U.P, India**  
**2024**

**Summer**

Cyber Security Intern

- Generated threat intelligence and undertook digital exposure assessments.
- Gained knowledge of industry-critical trends, methodologies, and technologies.
- Communicated clearly and concisely with clients, asking questions and anticipating needs.
- Learned complex security needs of large organizations.

**U.S. POLO ASSN., ABC Dbayeh, Lebanon**

**2021-2022**

Sales Associate

- Managed client relationships from early stages of the sales process through to post-sale.
- Built long-term relationships with customers and generated referrals from existing clients.
- Achieved and exceeded sales targets in line with client growth across all products and services.
- Generated new leads and opportunities to maximize revenue.

**Bridge Outsource Transform, Beirut, Lebanon**  
**2021**

Phone Data Collection

- Transferred data from physical copies to electronic records.
- Corrected data entry errors to prevent duplication or data degradation.
- Generated reports from extracted data for analyses.
- Updated office databases and records with accurate, current information.

**Taqadam, Beirut, Lebanon**  
**2021**

## Mobile Image Annotation AI DATA

- Edited and uploaded footage to digital environments, websites, and social media platforms.
- Handled equipment emergencies, making timely corrections, repairs, or replacements to restore feeds.
- Transferred files between recording, storage, and editing devices for use or editing.
- Controlled program broadcast feeds between base locations and satellites.

## AUB-NRC, Hamra, Lebanon

2020-2021

### Remote Phone Survey

- Managed conversational flow without dominating or intruding.
- Displayed neutrality towards client and limited English speaker to maximize impartiality and non-interference.
- Maintained understanding of slang, regional differences, and informal speech to offer services to a broad client base and translate nuances.
- Offered cultural input to speakers, assisting parties speaking different languages to communicate.
- Prepared documentation in multiple languages for official use.

## Bridge Outsource Transform, Beirut, Lebanon 2019-2021

### Freelance

- Carried out day-to-day duties accurately and efficiently.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Successfully delivered on tasks within tight deadlines.
- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Worked flexible hours, covering nights, weekends, and bank holidays.

## Sara's Bakery, Saoufar, Lebanon

2019

### Cashier

- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Completed opening and closing procedures each day.
- Greeted customers entering the store and responded promptly to customer needs.
- Counted change correctly and issued customer receipts.

## Riham-Baby Riham, Hammana, Lebanon

2016-2019

### Financial Controller of the Family Business

- Reviewed annual financial statements, collaborating with audit partners to produce statutory accounts.
- Installed internal controls and set up standard procedures for business accounting systems.
- Analyzed budgets and financial projections for accurate reporting of company performance.
- Organized and carried out month-end, quarterly, and year-end processes.

## COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, CSS, JavaScript, Front and backend development, creativeness, work under pressure, very responsible, Web development, UX/UI design, Flutter, Agile methodology, DevOps, C++, Python, Kotlin, Game programming, C#, Microsoft SQL Server, JQuery.

## CERTIFICATIONS

- Kubernetes with IBM, Simplilearn, 2024
- Cybersecurity Essentials, GIL, UNICEF, 2024
- Docker with IBM, Simplilearn, 2024
- Google Analytics Certification, Google, 2024
- Entrepreneurship Readiness and soft skills enhancement training, UNICEF, GIL, Nawayya, 2024
- Foundations of Cybersecurity, Google and Coursera, 2023
- Artificial Intelligence, Saya and UNICEF, GIL, 2023
- Crash Course on Python, Google and Coursera, 2023
- Foundations of User Experience (UX) Design, Google and Coursera, 2023
- Smart Shield: Cybersecurity Workshop, Lebanese American University (LAU), 2023
- Computer Hardware Basics, Cisco Networking Academy, 2023
- Foundations of Business Intelligence, Google and Coursera, 2023
- Internet Security and You, KnowBe4, 2022
- Basics of Phishing, KnowBe4, 2022
- Password game show trivia game, KnowBe4, 2022
- Reality Bytes: social media, KnowBe4, 2022
- Kevin Mitnick Security Awareness, KnowBe4, 2022
- Mobile Application Development, Gil UNICEF and Dot Lebanon, 2021
- Cisco, Network Academy, 2021
- Artificial Intelligence, Dot Lebanon and Gil UNICEF, 2021
- Microwork, Dot Lebanon and Gil, 2020-2021
- Mobile Application Training, Dot Lebanon and Gil, 2019-2021
- Intellectual Creativity, Kamal Yousef E Hajj 'Usek', 2019
- Social Media Marketing Training, Dot Lebanon and Gil, 2018
- Fields of Engineering and Technology, Girls Got It, 2018

## LANGUAGES

Fluent in English, French and Arabic

## INTERESTS & HOBBIES

Piano learning, volunteering in charitable projects, swimming, discovering all news, researching of technology matters, participating in skills development programs

References are available upon request