

Jad Boutros

CCE, AI and Software Engineer Student

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EDUCATION

Aug 2024 - Present

Computer and Communications Engineering Student

Saint Joseph University of Beirut (USJ)
Ecole supérieure d'Ingénieurs de Beyrouth (ESIB)
GPA: 4.0 | Class Representative

2020 - Present

Additional Certificates and Trainings

- Command the Conversation - AI-Powered Communication - SIP USJ
- A Career Blueprint: Build a Successful Future - SIP USJ
- Python for Data Science and AI - IBM
- Introduction to Cybersecurity - Cisco Networking Academy
- LCCI Pearson English

Sep 2009 - May 2024

High School Diploma - Bac Libanais (18.5 GS 15th in Lebanon)

Collège des Soeurs des Saints Coeurs (SSCC), Batroun
Ranked 1st out of three classes for the last 3 years.
President of the Student Council for the last 3 years, and member of the CDE and the Conseil de Discipline.

WORK EXPERIENCE

June 2024 - Aug 2024

Logistics Officer, Expert TVET Consulting

- Managed communication with 20+ clients, ensuring service satisfaction.
- Oversaw logistics processes to improve efficiency and meet client needs.

May 2023 - Present

Publishing Manager, Kamal Boutros Law Firm

- Led the publication of 50+ legal documents with a focus on precision and regulatory compliance, boosting publication efficiency by 20%.

Nov 2023 - June 2024

Math, Physics, and Chemistry Tutor, SSCC Batroun

- Tutored over 12 students ranging from grade 8 to grade 11.
- Developed personalized lesson plans and practice exams, leading to an elevated success rate among students by 25%.

VOLUNTEERING AND EXTRA-CURRICULAR ACTIVITIES

Sep 2023 - Present

Member, Community-Based Youth Advisory Group (CB-YAG), UNICEF Lebanon

Contributed to youth engagement initiatives, focusing on WASH and Education sectors, participating in policy discussions, community outreach, capacity building trainings, and implementation of programs to improve community development..

Apr 2014 - Present

Scout, Scouts Du Liban, Groupe SSCC Batroun 2014-present (11 years)

Represented Lebanon at an international jamboree for three consecutive years.
Mentored a group of 10 young scouts, guiding and supporting their progress throughout the program.

March 2024

Water Station Logistics Volunteer, Beirut Marathon

Led a team of 10 managing water distribution for over 500 marathon participants.
Coordinated station logistics, ensuring efficient setup and operation.

Oct 2023

Fundraising Campaign Organizer, Hospital Batroun

Led a Breast Cancer Awareness campaign, coordinating the sale of 1,000+ bracelets and donating all proceeds to support hospital initiatives.

Nov 2022

Medonation Campaign Organizer, SSCC Batroun

Led a medication donation campaign with my class, collecting 200+ boxes through the NGO Medonations to support individuals in need.

EXTRA-CURRICULAR PROJECTS

Oct 2022 - Oct 2023

Founder and Director, Online Magazine

“Le E-Magazine Mensuel de la Troupe Alpha”

Established and manage a monthly scout e-magazine, overseeing content creation, editing, and publication processes.

Lead a team of 16 writers and photographers, providing opportunities for learning and professional development.

Oct 2022, 2023, 2024

International JotaJoti Scout Jamboree Participant

Represented Lebanon for three consecutive years, establishing global connections, promoting cultural exchange, and learning new skills within the scouting community.

EMOTIONAL INTELLIGENCE SKILLS

- **Leadership and Project Management:** Experienced in guiding teams and managing projects from initiation to successful execution.
- **Communication:** Strong interpersonal skills, ensuring effective client management and team coordination.
- **Organizational Skills:** Highly organized in managing multiple projects, such as fundraising campaigns and a monthly scout e-magazine.
- **Team Management:** Experienced in mentoring team members, fostering a culture of learning and growth.
- **Community Engagement and Fundraising:** Proven record of successful community campaigns, raising awareness, and securing resources.
- **Adaptability:** Thrived in diverse environments, building global connections through participation in the International JotaJoti Scout Jamboree and Conferences at UNICEF.

SKILLS

Languages: Arabic (Native), English (C2), French (C2), Spanish (A1)

Technical Skills: Python (Beginner), Microsoft Office Suite, Google Workspace, Project Management Tools, Graphic Design Software, Data Analysis.

REFERENCES

Available upon request.