

LYNN ALLOUSH

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OBJECTIVE

To secure a position in the technology sector that leverages my computer science education, diverse professional experience, and multilingual skills, allowing me to contribute to innovative projects while continuing to grow my technical and business insight.

SUMMARY OF QUALIFICATIONS

- 4+ years of diverse professional experience spanning customer service, content management, and business operations.
- Ability to analyze data, optimize processes, and implement effective solutions.
- Excellent communication skills with fluency in Arabic, French, and English.
- Demonstrated entrepreneurial and project management skills through founding and operating a small business.
- Adaptable professional with experience in fast-paced, customer-facing environments.
- Proficient in Microsoft Office Suite, basic web development, and database management.
- Strong problem-solving skills with an eye for detail and quality assurance.

EDUCATION

Lebanese International University, Beirut Lebanon

2018-2022

Bachelor of Science in Computer Science

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|---|---|----------------------------------|
| • Intermediate Programming with Objects | • Software Engineering | • Algorithms |
| • Web Programming Static | • Digital Logic | • Robotics Design and Coding |
| • Microcomputer support | • Mobile Application | • Advanced Robotics |
| • Database Systems | • Web Programming Server Side | • Operating Systems |
| • Data Structures | • Internetworking and Routing Protocols | • Artificial Intelligence |
| • Visual Programming | • DBMS Administration | • Information System Development |

WORK EXPERIENCE

MEDCO Assistant Manager Beirut, Lebanon 2024 – present

- Manage daily sales reports and cash reconciliation.
- Monitor fuel and gas price changes and inventory levels.
- Oversee gas station day-to-day operations.
- Oversaw the operations and performance of teams involving six or more individuals.
- Prepare monthly revenue statements.

WHISH Money Assistant Manager Beirut, Lebanon 2024 – present

- Conduct money transfer transactions as a WHISH money agent.
- Prepare monthly WHISH commission statements.
- Handle daily sales reports and cash balancing.
- Listen to customers' needs and concerns and provide quick and helpful solutions.
- Build strong client relationships by following up, offering personal service, and staying in touch.

Vibes Tourism Content Manager Beirut, Lebanon 2021 - 2022

- Maintained website content accuracy and relevance.
- Analyzed sales statistics to optimize search results and promotions.
- Used a built-in website tracking tool to study how user behavior.
- Audited website features and content for quality assurance.
- Cleaned and verified travel agency database for sales team use.

Promoter Kristie's Beirut, Lebanon 2018 - 2020

- Promoted various products and services at diverse locations.
- Developed product knowledge and effective sales techniques.
- Engaged with potential customers to drive sales and brand awareness.

FREELANCE EXPERIENCE

Online Tutor

2022 – Present

- Provide academic support to university students across various subjects.
- Develop tailored teaching strategies to meet individual student needs.
- Continuously expand knowledge base to cover diverse course materials.

Small Business Owner

2023 – 2024

- Founded and managed a nail salon business.
- Developed marketing strategies and social media presence.
- Created a user-friendly website with online booking functionality.
- Implemented data management systems for business operations.
- Designed customer loyalty programs and promotional offers.

SKILLS

- Web content management.
- Customer service and sales expertise.
- Project management and business operations.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Multilingual: Arabic, English, French.
- Data analysis and reporting.
- Proficient at quickly learning and adapting to new software.
- Knowledge of several programming languages.