

# Heba Kolkas

Lebanon, Saida  
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## SUMMARY

Enthusiastic Computer Science student at Lebanese University with a strong passion for software development and coding. Currently expanding my technical skills through online coding courses and academic studies, focusing on problem-solving and programming languages. Fluent in both English and Arabic, enabling effective communication in diverse settings. Experienced in assisting clients with appointment bookings, as well as digital marketing and social media management, with a solid understanding of online trends and audience engagement. Additionally, I have worked as a home nail technician, honing attention to detail and customer service skills. Eager to apply my growing technical knowledge to real-world challenges and continue learning and evolving in the tech industry.

## EDUCATION

### computer science student

*at Lebanese University - Hadath Campus  
since 2023*

### Secondary Education

*Mostafa Shomran High school*

### High School Diploma

*Haret Saida High School  
2020 - 2023*

## WORK EXPERIENCE

### SalonCoiff1rst By Hassan Kolkas

*Online assisting clients with appointment  
bookings.  
since 2022*

### AY media agency

*Managing client accounts and producing visual  
content, including photography and videography.  
2023-2024*

### Nail artist

*I worked as a home-based nail technician,  
specializing in Gelish applications, manicures, and  
nail art  
since 2023*

## SKILLS

- **Programming & Software Development:** Knowledgeable in coding, with a focus on problem-solving and programming languages, enhanced through online courses and university studies.
- **Digital Marketing & Social Media:** Experienced in managing digital marketing strategies, content creation, and social media management, with a solid understanding of online trends and audience engagement.
- **Client Services & Communication:** Skilled in managing client accounts, assisting with appointment bookings, and providing excellent customer service in both English and Arabic.
- **Nail Services:** Proficient in providing home-based nail services, including Gelish applications, manicures, and nail art designs, with strong attention to detail and client satisfaction.
- **Photography & Videography (Beginner):** Developing skills in photography and videography, with experience in creating basic visual content for personal and business use.