

# Zainab Shokor

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## Summary

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Highly organized and detail-oriented Management Information Systems graduate with a strong foundation in administrative support, data handling, and office technology. Skilled in Microsoft Office with experience managing tasks independently, and maintaining accuracy under pressure. Familiar with office equipment and digital tools. Eager to contribute to a fast-paced, agile environment while growing professionally in a junior administrative role. Based in Beirut and fully available to start immediately.

## Education

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- **Lebanese University**  
Master 2 in Management Information Systems (Business Computer) **2024 – Present**
- **Lebanese University**  
Master 1 in Management Information Systems (Business Computer) **2023 – 2024**
- **Lebanese University**  
Bachelor's Degree in Management Information Systems (Business Computer) **2021 – 2023**

## Work Experience

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- **Letsbot-io**, Remotely. **Feb 2023- 2025**  
**Data annotation (Images) freelancer**
  - Contributed to 3 machine learning projects by annotating image datasets for robotic functions using the Taqadam app.
  - Annotated 40+ images per day to meet project quality standards and deadlines.
- **Dot Lebanon**, Jal el Dib **Dec 2023 – Mar 2024**  
**Climate Change Trainer**
  - Participated in 18 climate change awareness sessions. Formed and led 3 community groups of 20 people each to work on climate change projects.
  - Presented a total of 3 sessions per group and collected data to develop projects addressing community issues.

## Certifications

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- **Cisco Networking Academy** : Internet Of Things (IOT), Cisco 2023
- **Machine Learning : Robotics and Artificial intelligence**, *Dot Lebanon*, Beirut 2022
- **Mobile App Development**, *Dot Lebanon*, Beirut. 2022
- **Digital & Media Literacy**, *Dot Lebanon*, Beirut . 2022
- **Steer your Career**, Injaz Lebanon NGO, Beirut. 2019
- Certificate Of Attendance : **Effect of our emotional needs on our jobs, Conflict resolution, Invitation to happiness**, GIL North and Centre Mine, Lebanese University. 2022

## **Skills**

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- Time management
- Motivation & Communication
- Listening
- Problem Solving
- Creativity
- Web Development
- Machine Learning
- Data Annotation and Collection

## **Additional Information**

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- Computer Skills: HTML, CSS, JavaScript, C++, Java, MySql, Android Studio.
- Microsoft Office : Word, Excel, Power Point, Access.
- Languages : Arabic : Native , French : fluent , English : Moderate.