

Lea Abdallah  
Beirut, Lebanon  
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### **Skills**

communication  
creativity  
problem-solving  
project management

### **Work experience**

*Kurv Studio*

*December-March 2025*

Front Desk Receptionist

- Greeting and assisting visitors, also answering and managing calls
- Scheduling appointments while coordinating with staff and departments
- Providing Customer Support
- Processing Payments and Invoices

*Omnitech*

*June-September 2024*

Software and Hardware Maintenance Technician

- Downloaded and installed applications
- Managed software updates and ensured device drivers are up-to-date
- Troubleshoot and removed viruses and malware
- Performed upgrades such as replacing batteries, adding RAM, and other system optimizations to improve performance

### **Education**

Currently enrolled at the American University of Science and Technology, Beirut, Lebanon

Computer Science Major, anticipated graduation in Spring 2026

College du Sacre-Coeur Gemmayze

Graduated in 2023

### **Certificates & Badges**

*CCNA: Switching, Routing, and Wireless Essentials*

*January 2025-CISCO*

- Gained hands-on experience configuring routers, switches, and wireless networks
- Learned troubleshooting techniques and network security best practices

*CCNA: Introduction to Networks*

*November 2024-CISCO*

- Built a strong foundation in networking concepts, protocols, and IP addressing
- Worked on real-world network simulations using Cisco Packet Tracer

*IT Essentials: PC Hardware and Software*

*March 2024-CISCO*

- Developed skills in assembling, maintaining, and troubleshooting computer systems

-Covered essentials IT support concepts, including OS installation and network setup

**Computer Skills**

Microsoft Office

Python

C++

Java

**Languages**

Arabic, English, French

**Interests and Hobbies**

Badminton, reading, drawing, singing

**References**

Ahmad Abdallah, engineer at Omnitech, +(961)03 783 066