

Education

University of Balamand Undergraduate, Computer Science.	Souk El Gharb
CIS College Bt3, Information Technology.	Aley, Lebanon 2024
Maroon Aboud Official Secondary School General Sciences	Aley, Lebanon 2023

Experiences

UNICEF-Amel Association Digital Hub Focal Point	February 2025 – Current
<ul style="list-style-type: none">Coordinated cross-functional teams and ensured smooth communication between departmentsActed as main contact for digital initiativesAssisted in digital projects and toolsSupported cross-platform content and dataTaught tools, systems, and digital skills to team members and students	
SMM Petroleum Accountant – Data Entry	October 2024 – January 2025
<ul style="list-style-type: none">Entered and verified large volumes of financial and operational data with high accuracyManaged invoice processing, expense tracking, and vendor paymentsAssisted in preparing financial reports and account reconciliationsMaintained organized records for audits and internal reviewsCoordinated with procurement and logistics teams on fuel delivery dataSupported month-end and year-end closing activitiesSupported year-beginning opening activities	
Sarah Grace Creation Front-End Web Developer	South Africa (Remote) July 2023 – April 2024
<ul style="list-style-type: none">Developed responsive WordPress websites optimized for mobile, tablet, and desktop views.Designed user-friendly UI/UX elements, including wireframes and prototypes.Developed custom WordPress themes and templates to match project requirements.Integrated third-party plugins to enhance website functionality (forms, galleries, eCommerce).Ensured cross-browser compatibility and optimized websites for accessibility.Performed routine site maintenance, including content updates and plugin management.Applied SEO best practices in design for improved search engine visibility.	

Skills & Interests Technical:

- WordPress (Advanced)
- HTML, CSS, JavaScript, Python, C, Pseudocode (Intermediate)
- UI/UX Design (Wireframing, Prototyping)
- Responsive Web Design (Mobile, Tablet, Desktop)
- Adobe XD, Figma, Photoshop (Intermediate)
- SEO Best Practices (Basic)
- Git, Version Control (Basic)
- Database Management (Basic)
- Artificial Intelligence Applications (Basic)
- Network Methodologies (Basic)
- Computer Maintenance (Basic)
- Microsoft Office (Advanced)
- Canva (Intermediate)
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Email & Calendar Management
- Digital Communication Tools (Zoom, Teams)
- IT Troubleshooting
- File Organization & Cloud Storage (e.g., Google Drive, OneDrive)
- Digital Literacy & Internet Safety
- Presentation Skills & Public Speaking (for training sessions)
- Tech Support Basics
- Data Entry Accuracy
- Microsoft Excel (formulas, tables, data validation)
- Invoice & Billing Processing
- Financial Reporting & Reconciliation
- Attention to Detail & Numerical Accuracy
- Confidential Record Handling
- Time Management
- Team Collaboration

Languages:

- English (Fluent)
- Arabic (Native)

Interests:

- Web Design and Development Trends
- Graphic Design and Digital Art
- User Experience (UX) Research
- Martial Arts (Black Belt in multiple styles)

- Guitar (Self-Taught)
- Scouts (Cubs Leader)