ROMEO **HARFOUCH**

Jezzine/ Beirut, Lebanon | +961 81687014 | Romeoharfouch@gmail.com | linkedin.com/in/harfouch/

SUMMARY

- I am a data science graduate with over two year of work experience, and a strong commitment to making a positive impact on society. I have some experience working on humanitarian projects, where I learned the importance of teamwork, communication, and attention to detail in achieving project goals. I bring a diverse skill set and a proven track of delivering impactful results. With a keen eye for detail, a strong analytical mindset, I excel in extracting valuable patterns, trends, and carrying out needed actions.

EXPERIENCE

- **May 2025 – Present:**
  Data Mining Officer – Byblos Bank:
  -Analyze and extract insights from structured and unstructured banking data to support the audit team in their audit projects.
  -Assist in building predictive models and dashboards using SQL and data mining tools.
  -Collaborate with departments to identify trends, detect anomalies, and improve strategies.

- **Sep 2024 – Dec 2024:**
  Data Analyst – United Nations Economic and Social Commission for Western Asia (ESCWA):
  -Researched, extracted, consolidated, and processed data using various tools and software.
  -Assisted in analyzing and evaluating data sets for accuracy, clarity, and validity, using data analysis software and adjusted reported data as needed.
  -Prepared reports, presentations, tables, graphs, and charts to visualize data insights.
  -Provided specialized research assistance on projects, compiling information from multiple sources such as databases, libraries, and the internet.
  -Prepared abstracts, summary briefs, and descriptions for inclusion in various documents, articles, and publications.

- **Jan 2023 – Jan 2024:**
  Business Support – United Nations World Food Programme (WFP):
  -Tackled and tracked 15000+ Grievance Redress Mechanism (GRM) tickets of the Emergency Social Safety Net (ESSN) programme on IMPACT platform owned by the Government of Lebanon.
  -Prepared monthly reports and data analysis of the grievances and provided recommendations.
  -Assisted the Monitoring & Evaluation Unit in deduplicating data between WFP programmes.
  -Established guidelines for the Ministry of Social Affairs (MoSA) social workers in English and Arabic on the selection and submission of beneficiary data collection ODK forms.
  -Translated the dashboard of data visualization into Arabic for MoSA under the NPTP Programme.
  -Transliterated more than 70,000 beneficiary names between English and Arabic.
  -Conducted more than 200 follow up calls with beneficiaries on different activities such as MTO site monitoring, Food e-card redemption experience, no-show for NPTP cards, no redemption…
  -Assisted in ad hoc tasks related to social protection programmes.

- **Dec 2022 – Jan 2023:**
  Data Science internship - Salem Group:
  -Scraped Data from job sites using Python and multiple tools such as Octoparse and Parsehub.
  -Processed, analyzed and visualized the scraped data to better understand the job market.

EDUCATION

- **2019 – 2023:**
  Lebanese University – Faculty of information II
  Bachelor's Degree in Data Science.
  Final year Project was creating an automated chat bot that replies to the customer's inquiries such as opening hours, available products, prices and many more. Used mainly OpenAI & Python for the project.

SKILLS & ABILITIES

- **Soft Skills:** Teamwork, Time Management, Critical Thinking, Flexibility, Attention to details.

- **Language Skills:** Fluent in Arabic, English, and French.

- **Computer Skills:** Microsoft Office: Word, PowerPoint, Excel, Outlook.
  Programming Skills: R Programming, Python, Java, HTML, CSS, SQL (Oracle).

CERTIFICATES & MAIN COURSES

- **Certificates: February 2022 – June 2022:**
  -WozU - Workforce Data Science Program: Complete Data science program including Python, R programming, Statistics, Advanced statistics, Metrics and Data processing.

  August 2024 – September 2024:
  -Mercy Corps – Digital Marketing Freelance Apprenticeship: Social Media management, content creation, SEO and advertisement.

- **University Courses:**
  Java, Python, R programming, Data analysis & Data mining using R, Data Base Management System, Web Scraping, Web Design, Business Analytics, Data Visualization, Data Structures and algorithms, Big Data, Statistics, Data Security, Marketing, Economics, Human rights.

INVOLVEMENTS

- **2018 – Present:** Volunteer with the Lebanese Red Cross - EMT and SAR team member.
- **2017 – Present:** Hiking guide and outdoor activities enthusiast (Climbing, Ziplining, Football…).
- **2012 – 2022:** Scout ranger at Scout Du Liban.