Shawkat mohamad jallul

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Education

Lebanese International Univercity , LEBANON   feb 2022 – Present
Bachelor in computer engineering

Quobbe High school
Lebanese Baccalaureate degree in Life science   2018 - 2021

Professional Experience

Teacher   (wadiee center)   2022
- Instruct students across the entire breadth of the academic syllabus
- Excel in breaking down and reinterpreting intricate concepts for better understanding.
- Provide support with all tasks related to homework

Information techinican trainer   2022-2023
Wadiee centre for children
Gil-centreMine
Business solution

- Conducted extensive IT training workshops.
- Collaborated with the manager and HR to ensure the IT training program aligns with the strategic goals of the company/customers.
- creeated a customized IT curriculum that caters to the unique needs and objectives of the participants.

Ruwwad Al Tanmeya   August 2022 – Dec 2022
Project Coordinator
- Ensured the schedule, resources, equipment and information and details of a given task are well organized.
- Communicated with various departments to keep everyone informed about any changes to the project plan.
- Organized reporting, planned meetings, and provided updates to the project manager.
- Monitored project progress and handled any issues that arise Ruwwad, Nawat June 2022 – August 2022

Usher
- Oversaw the event and act quickly resolve problems
- Ensured the standard are met at the day of the event
- Managed and coordinated all event logistics
- Managed all pre-event planning, organised guest and speakers.
- Produced detailed proposals for events (including timelines and venues)

Hlu lebnan
Arabic sweets store   2017 – 2020 (During Ramadan month)
Chef Assitant
- Processing components
- Making arabic sweets (Znud al set , Kunafah , Maamul)

Al Shark Librery   2018 – 2022 (before the starts of school)
Librarian
- Sell new & old books
- Organization of the process of sorting books on the shelves

Accounting   2023- present
- Accounting manager for a factory likilya   2023
- Cachier at Rawand restaurant   2023-present
- Training in acoouting for new employee   2023-present

Volunteering

Ruwwad al Tanmeya   july 2022 – present
Kids Genius
- Conducted lessons on the safe usage of wood cutting machines for children.
- Mentored children in the creation of 2D and 3D wooden shapes, fostering their spatial and technical competencies.
- Familiarized children with Arduino technology, empowering them to infuse their projects with elements of light, sound, and motion.

Data entry
- Transferred data from paper formats into computer files

Phone calls
- Answer Phone calls

Community service

- helped clean Tripoli's beach with the Swim Initiative
- Spread awareness about the importance of recycling
- Volunteered at the souk al balad, which its purpose is to support local and small businesses

Events

- Volunteered in organising many events such as Watad Ceremony,Ruwwad 10th year anniversary and many more

Child development program

- Taught children how to use machines for cutting and shaping wood
- Connected the finished projects to Arduino systems for integrating light and sound
- Developed practical skills and fostered creativity in young minds through hands-on activities

Skills & Languages

Soft skills : *Teamwork , Communication , Emotionnal intelligence , Hard worker , Time mangment*
Technology: *Arduino, Tinckercad, scratch, Professional email , Microsoft office,java,c++,python,web development,mobile app,networking*
Languages: **Arabic**: *Native,* **English**: *Intermediate,* **French**: *Intermediate*

Training

- Costumer services - Ruwwad al tanmeya   Aug 2022 – sep 2022
- 3D printer – Takamol association   March 2022 – April2022
- Leadership training – Ruwwad al tanmeya   Nov 2022-Dec 2022
- Life skills – Ruwwad al tanmeya   Feb 2021-March 2021
- English – Ruwwad al tanmeya   March 2021-May 2021
- Information technology– Ruwwad al tanmeya   Jun 2021-July 2021
- Many emotional intalegence courses with Edraak   2021 – present
- Work readiness – UNICEF   September 2023
- Digital marketing – GIL   October 2023
- Arduino c++- kids genius   march 2023
- War memory- forumzfd   Augut 2023
- Apprenticeship web devlopment   August 2024