

Lama Yaacoub

Beirut, Lebanon | 78965902 | Lamayaacoub77@gmail.com | LinkedIn: Lama yaacoub

Profile:

Detail-oriented data specialist with expertise in data collection, analysis, and database management Experience in structured interviews, reporting, and workflow optimization. A quick learner and strong communicator, ensuring efficiency, accuracy, and compliance in operations.

Education:

Lebanese University student (2021-2025) as data scientist.

Experience:

Reception (06/2024 11/2024)

Handed incoming calls and scheduled appointments

Managed social media posts

Captured and edited photos videos showcasing clinic activities

Managed client accounts and clinic billing using Excel and Word

Data Analyst & Visualization

- Analysed multiple datasets using Tableaux

- Created visualizations: histograms, bar graphs, dashboards

- Generated reports and insights in Word documents Database Project

- Designed and managed small databases using SQL
- Developed queries for data retrieval, updates, and optimization

Data Collection Trainee(American University of Beirut (AUB))

Completed a 9-day training on data collection methodologies

- Gained hands-on experience with SurveyCTO
- Conducted structured interviews ethically and accurately

Documentation Agent (CMA CGM (01/2025 – 3/2025)

- Organized shipping orders and managed related documentation
- Provided customer service to clients
- Used LARA and NOVA platforms for processing shipping data and logistics

Languages:

_Arabic (Native)

English (Advanced)

Skills:

Time management-

Adaptability

- Communication
- Team Collaboration

DIGITAL SKILLS:

- Programming Languages: Python, JavaScript, HTML, CSS
- Data Visualization: Tableau
- Microsoft Tools: Word, Excel, PowerPoint
- Data Management: SQL (Database design and query optimization)