

## Marwa Nassar

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### Professional Summary

Detail-oriented Data Science graduate with 2+ years of experience in student information systems, data reporting, and administrative coordination. Skilled in database management, data entry, record organization, and reporting with strong attention to accuracy and confidentiality. Experienced in system maintenance, report generation, and training staff on data systems. Seeking a part-time role in documentation and data management to apply analytical and organizational expertise.

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### Education

Bachelor of Science in Data Science  
Lebanese University – Faculty of Information, Unesco, Lebanon

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### Work Experience

National Protestant College – Kfarchima

**Student Information Systems (SIS) & Administrative Assistant** | Sept 2021 – Present

- Managed the eSchool platform: student data entry, system configuration, reporting, and report card publishing.
- Maintained digital records and ensured data accuracy, integrity, and confidentiality.
- Developed and organized electronic and physical filing systems for student and staff information.
- Provided training and technical support for teachers, staff, and parents on system usage.
- Assisted the Principal with schedules, calendars, meeting minutes, and attendance tracking.
- Coordinated events, training sessions, and activities to ensure smooth school operations.
- Supported documentation, filing, and archiving of school records and correspondence.
- Represented the school at the **NWEA MAP Growth Conference in Cyprus (2025)**, engaging with international educators on student data assessment practices.

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### Internships

**Data Science Intern – Monty Mobile** | Sep 2022 – Dec 2022

- Cleaned and prepared datasets for analysis.
- Applied machine learning models and generated data summaries.
- Ensured consistency and integrity of data throughout project cycles.

### **Data Analyst Intern – Valoores | Jan 2022 – Apr 2022**

- Conducted exploratory data analysis and built reports to identify trends.
  - Used Python and Excel to prepare structured reports and visualizations.
  - Gained exposure to SQL-based data querying and reporting tools.
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### **Certifications & Training**

- Machine Learning Specialization – Zaka AI (2022)
  - NWEA MAP Growth International Conference – Cyprus (2025)
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### **Technical Skills**

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Drive, Meet)
- SIS/eSchool Platforms
- SQL (basic), Python, Power BI
- Data entry, documentation, and archiving
- Social Media Management Tools