RANA YEHYA

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LinkedIn: https://www.linkedin.com/in/rana-yehya-ba151923b
GitHub: https://github.com/RanaYehya144/Web-Scraping/tree/main
Location: Beirut, Lebanon

Professional Summary

Analytical and detail-oriented MIS graduate with hands-on experience in data collection, cleaning, analysis, and visualization. Skilled in MySQL and Tableau for designing and presenting actionable insights to support strategic decision-making. Experienced in ERP systems, particularly Odoo, for process automation, data management, and business operations optimization. Strong academic foundation and adaptability in fast-paced, tech-driven environments. Open to opportunities in business analysis, data visualization, and systems analysis.

Technical Skills
- Languages: Python, C#, SQL
- Databases: SQL and MySQL Server, MongoDB
- Visualization & Analytics: Tableau, Excel, amCharts
- Frameworks & Tools: Flask, REST APIs
- ERP Systems: Odoo
- Productivity: Microsoft Office Suite
- Languages: Arabic (Native), English (Advanced)

Education
Bachelor of Science in Management Information Systems
Al Maaref University, Beirut, Lebanon | Sept 2021 – July 2024
Dean's List (3 times)
Relevant Courses: Systems Analysis & Design, ERP, Database Management, Business Intelligence, Programming I & II

Internship Experience

Data Science & Backend Intern | Mentis Company (Remote) | June 2024 – Sept 2024

- Designed RESTful APIs using Flask

- Managed MongoDB data pipelines and queries

- Built dashboards using amCharts for data visualization

- Collaborated with cross-functional teams in Agile sprints

- Gained experience in data workflows, deployment, and project delivery

Work Experience

Administrative Assistant | Assaha, Lebanon | Feb 2025 – July 2025

- Coordinated internal communications, scheduling, and reporting
- Delivered frontline customer support by handling call center inquiries, resolving issues, and ensuring a positive client experience
- Managed calendars, meetings, and task logistics
- Created structured reports and improved document workflows
- Assisted in planning conferences and formal events
- Completed hands-on training in **Odoo ERP** and utilized it for managing administrative tasks, data entry, and workflow tracking

Private Homeschool Teacher | Lebanon

- Delivered customized lessons in Math, English, and Science

- Created instructional materials and tracked student progress

- Maintained parent communication and academic reports

Projects

Down Syndrome Information System (Capstone Project)

- Developed a C# desktop application with SQL backend

- Managed patient profiles, invoicing, and scheduling features

- Implemented clean UI and backend logic for healthcare use

University Team Projects

- Led MIS-related projects involving systems analysis and design

- Conducted documentation, process mapping, and presentations

Certifications

-Microsoft Excel – Advanced

- SQL for Data Analysis (2020)

- Python Essential Training – LinkedIn Learning (2023)
- Data Analytics for Business Professionals (2023)

- (Currently taking course on Udemy (The Business Intelligence Analyst Course 2025)
- And taking a SEO mentorship

Volunteering & Leadership
- Active member of the Scout Movement
- Developed leadership, team coordination, and event management skills
- Committed to community service and group facilitation

Achievements
- Capstone project received B+ with excellent feedback
- Awarded 3 commendation letters by Dean for academic excellence
- Completed tech-focused internship with real-world impact
- Recognized for leadership in group-based university projects