

Leen Elhajj

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Education

Lebanese American University (LAU), Beirut, Lebanon Graduated in Dec 2025
Bachelor of Science in Business Studies – Information Technology Management / Minor in Data Analytics

Experience

IT & Security Intern – Ministry of Finance, Beirut, Lebanon Nov 2025 – Present
• Assisted the IT & Security Division with IT systems, network support, and cybersecurity tasks.

IT helpdesk Assistant – LAU, Beirut, Lebanon Oct 2023 – Jan 2025
• Supported system integrations and API-related troubleshooting for internal tools.

Office Support Assistant Intern – Forward Mena, Beirut, Lebanon Mar 2025 – Apr2025
• Maintained digital records and databases to ensure efficient office data management.

Marketing Team Lead – ALL GIRLS CODE (AGC), Beirut, Lebanon Feb 2025 – Apr2025
• Managed All Girls Code’s social media, creating data-driven strategies to boost engagement and visibility.

PHP Full Stack Development Program Intern – IDS Academy, Beirut, Lebanon Aug 2024 – Sep 2024
• Worked on front- and back-end projects, applying coding, debugging, and deployment best practices

Communication Coordinator – Beirut AI, Beirut, Lebanon Feb 2024 – Jun 2024
• Created engaging emails and newsletters to inform stakeholders and enhance brand presence.

Special Project

Data Analytics for Sustainable Packaging Sep 2025 – Dec 2025
• Tracking and analyzing sustainability metrics using data analytics dashboards for a biodegradable bottle project.

Restaurant Website Development Project Sep 2025 – Dec 2025
• Created a restaurant website using HTML and CSS with semantic structure and consistent styling.

Customer Purchase Behavior Analysis (Python) Aug 2025 – Sept 2025
• Used Python to analyze e-commerce data and identify spending patterns and customer segments.

Food Waste Analysis and Visualization Nov 2024 – Dec 2024
• Used Tableau for data analysis and visualization to identify drivers of global food waste and insights.

Network Infrastructure Design and Implementation Lead at LAU Nov 2024 – Dec 2024
• Upgraded the network, connecting Beirut and Byblos, managing subnetting, hardware, and costs.

Cybersecurity Program Assessment and Improvement Proposal Sep 2024 – Nov 2024
• Evaluated Lebanon’s cybersecurity program and recommended improvements through global benchmarking

Enterprise Resource Planning (ERP) Project Mar 2024 – Apr 2024
• Applied system architecture concepts to streamline workflows across departments.

Computer Skills

- **Programming:** Python, Java, JavaScript, HTML, CSS, PHP, SQL, MySQL, SSIS
- **Data & Analytics:** Power BI, Tableau, R, SPSS, Excel (Advanced), SAP
- **API & Integration:** Designed and tested RESTful APIs for web applications, integrated data modules between front-end (HTML, JS) and back-end (PHP, Python, MySQL), and worked with JSON data structures.
- **Software Design & Tools:** Communication GitHub, VS Code, Figma, Odoo ERP, network simulator, SCSM Console.

Extracurricular Activities & Certifications

- Enrolled in a Cisco Networking Academy course in Cybersecurity Dec 2025 – Present
- Member of Project Management Institute Nov 2025 – Present
- Treasurer – Human Rights Club – LAU Sep 2024 – Jun 2025
- Member – Social Work & Event Organization Clubs – LAU Sep 2024 – Jan 2025
- Member – Data Analytics & Computer Science Clubs – LAU Sep 2024 – Jan 2025

Languages

- Fluent in English, Arabic, French and Beginner in Spanish