

# Rayan Azzam

Shouf, Lebanon

(+961) 76004916 | [rayanazzam087@gmail.com](mailto:rayanazzam087@gmail.com) | [linkedin.com/in/rayanazzam](https://www.linkedin.com/in/rayanazzam)

## Professional Summary

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Motivated 3rd -year Electrical and Computer Engineering student at Lebanese American University (LAU) with hands-on experience in administrative support, data entry, operations management, and customer service. Skilled in programming, SQL, and Microsoft Office with strong attention to detail and teamwork.

## Education

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**Lebanese American University, Beirut, Lebanon**

**Aug. 2023– Present**

*Electrical and Computer Engineering*

**Shouf National College, Shouf, Lebanon**

**Aug. 2008– Aug. 2023**

Lebanese Baccalaureate, General Science

## Professional Experience

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**Student Assistant- Advancement & Alumni Relations, Lebanese American University, Beirut, Lebanon** **Dec. 2025– Present**

- Maintained accurate donor records by performing monthly data entry and reporting using Raiser's Edge
- Supported fundraising operations by preparing donor correspondence, filing documents, and tracking updates
- Responded to administrative inquiries and prepared daily obituary lists to support Development and Alumni Relations

**Brand Ambassador / Cashier, Dunkin' Donuts, Beirut, Lebanon**

**May 2025 – Sept. 2025**

- Delivered high quality customer service by collaborating with team members in a fast-paced environment

**Operations Manager & Data Entry Specialist, Playzone Gaming Lounge, Shouf, Lebanon**

**May 2023 – Sept. 2024**

- Coordinated daily operations, inventory procurement, and staff scheduling to ensure smooth business workflow.
- Improved record accuracy by maintaining sales, inventory, and membership data

**Mobile Services & Accessories Salesman, Sama Cell, Shouf, Lebanon**

**May 2022 – Aug. 2023**

- Processed customer payments accurately by balancing registers and resolving transaction issues

## Certifications

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**Fundamentals of Deep Learning – NVIDIA 2025**

- Certificate of Competency

## University Projects

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**AM Receiver Design, Electronics Lab**

**Jan. 2025– April 2025**

- Designed and tested an AM receiver circuit by inputting a carrier frequency through a function generator and extracting the corresponding audio signal at the output

**Magic Light Board, Logic Design Lab**

**Jan. 2025– April 2025**

- Built a digital logic system using switches, LEDs, logic gates, and state-based control to implement programmable sequences and user-interaction modes

**Hotel Reservation System, Database Systems**

**Sept. 2025– Dec. 2025**

- Designed a normalized relational database using SQL and developed a web-based hotel reservation system with Flask and HTML to manage customers, rooms, and reservations efficiently

## Skills & Languages

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**Functional Skills:** Programming (Java, C++), SQL (relational databases), Microsoft Office (Excel, Word), Data Entry

**Soft Skills:** Communication, Time management, Teamwork, Attention to Detail

**Languages:** Arabic (Native); English (Fluent)