

Rayan Azzam

Shouf, Lebanon

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Professional Summary

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 |
| <i>Electrical and Computer Engineering</i> | |

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| Shouf National College, Shouf, Lebanon | Aug. 2008– Aug. 2023 |
| <i>Lebanese Baccalaureate, General Science</i> | |

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

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 | |

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| 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 | |

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| 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

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)