

Rayan Azzam

Shouf, Lebanon

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

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

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

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 2024 – 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 2023 – 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

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

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)