AMENA KHATIB

Lebanon, Beirut, Aramoun
E-mail: amenakhatib9@gmail.com
Mobile:81716889
LinkedIn:linkedin.com/in/amena-khatib-774404341

OBJECTIVE

A highly motivated Computer science student passionate about leveraging coding and programming skills to develop web innovative web solutions. Eager to contribute to a challenging environment where I can learn and grow as developer. Proficient in java. Seeking an opportunity to apply my technical abilities and contribute to impactful projects.

EDUCATION

October 2023 - Present **Bachelor of computer science** Lebanese International university – Beirut, Lebanon
GPA: 3.68/4.0
DAFI scholarship

October 2019 – July2022 **Lebanese baccalaureate, gr 11& 10** Rafic Hariri Official Secondary School
Grade: 16.61/20

PROFESSIONAL EXPERIENCE & INTERNSHIPS

December 2024 – Present **Database HR** **FEKRA** **online**
https://fekra-project.github.io/?fbclid=PAAaats1jdB_qePI_-MGbd7CaxK7fFUjRR3yWII4BKRfhBryK7bsPTN571OYY_aem_AeZt7WVoYo9PW7Wpsh0GQaa6b5FGRzQhbd7QVkEdlpRatx_EyqTnWKdWtq0_XIenbH0

Responsibilities:
- Manage database of the project.
- Lead volunteers (sending data, schedule meetings, and check their work)

July2021 – October 2022 **Math teacher** **Tarbia & Tanmia institution** **Choueifat**

Responsibilities:
- Teaching math for uneducated students.

January 2023 – June 2023 **Math teacher** **Jusoor organization** **Choueifat**

Responsibilities:
- Teaching math for grade nine students as support for the official exam in the weekend.

January 2023 – April 2023 **Facilitator** **Terre des homme Italy** **Choueifat**

Responsibilities:
- Facilitating Community based PSS session for children between 6 -14

VOLUNTEERING EXPERIENCE

November 2023 – January 2024 Data entry Irshad & Islah organization Cola, Beirut

Responsibilities:
- Enter the data of the beneficiary to Odoo application

January 2024 – February 2024 Certification manager GivenLearn organization Online

Responsibilities:
- Create the certificates for the students who attended the workshops.
- Email the students for sending certificates.

January 2024 – present Data entry Life Sculptor organization Online

Responsibilities:
- Add the data of the students joining life sculptor to the database.

January 2024 – present Video editor Islamic union association Beirut, online

Responsibilities:
- Edit videos by adding several translations to videos present Gazania's conditions under the campaign of "Together for Al-Aqsa".

October 2024 – present Opportunities' researcher YAD initiative Online

Responsibilities:
- Finding opportunities on social media which help students in their development.

April 2025 – present Mentor DAFI Robotics club Beirut, Lebanon

Responsibilities:
- Training robotics workshops for DAFI students.

April 2025 – present Student Affairs committee DAFI Beirut, Lebanon

Responsibilities:
- Discuss with the scholarship team the affairs of students, co-leading with them the process of the upcoming events, managing the plans and schedules.

WORKSHOPS & SEMINARS

- ✓ First aid & CPR course, red cross, December 2023
- ✓ Storytelling, DAFI & semeur d'aveniar, December 2024
- ✓ Positive energy, AL Faisal university through Coursera, January 2025
- ✓ Project Design Workshop , DAFI & semeur d'aveniar, May 2025

LANGUAGES

- ➢ Arabic (Native)| | English (very good)
- ➢ Programming languages: java , html , CSS, JavaScript , C#.

TECHNICAL & SOFT SKILLS

Technical skills:

- Microsoft office (word , PowerPoint, excel).

Soft skills:

- Leadership
- Team management
- Time management
- Communication skills