

## CONTACT

+961 71 690 091

sandynasrallah@hotmail.com

## EDUCATION

### AUL UNIVERSITY - Dekwaneh

2016-2017 | Teaching Diploma

### AUL UNIVERSITY - Dekwaneh

2010 - 2016 | Bachelor of Science in Computer Communication Engineering

### Lycée Officiel des Jeunes Filles - Furn el Chebbak

2009-2010 | Bac II - Sociology & Economics

## PROFESSIONAL EXPERIENCE

August 2023 - August 2025 | Jeddah Private International School, Jeddah - Saudi Arabia

- I.C.T. Teacher:
  - Information and Communication Technology & Robotics for KG3, Grades 1 to 4
  - Robotics for Grades 10 & 11
- I.T. Support:
  - Computers, Printers & BenQ Troubleshooting
- Media Department
  - Social Media Expert
    - Performing research on current benchmark trends and audience preferences
    - Designing and implementing social media strategy to align with the school's goals
    - Generate, edit, publish and share engaging content (e.g. original text, photos, videos and news)
    - Collaborate with other teams, like teachers to ensure brand consistency
    - Respond to queries in a timely manner and monitor customer reviews
  - Senior Graphic Design
    - Lead and manage the graphics team, providing guidance, feedback, and support to ensure the timely delivery of projects.
    - Collaborate with internal stakeholders to understand project requirements, objectives, and target audience.
    - Create and design visually appealing graphics, including but not limited to, logos, brochures, posters, and infographics.
    - Oversee the production and printing process, ensuring high-quality output and adherence to project timelines.
    - Maintain a digital asset management system to organize and archive all design files, ensuring easy access for future use.
  - Photography
    - Provide the team with administrative support
    - Capture subjects in commercial-quality photographs

March 2023 | Les pistes de Laklouk, Laklouk

- Ski instructor for all ages for three stars level

## PROFESSIONAL EXPERIENCE

September 2021 - September 2022 | Eastwood International School, Mansourieh

- International Baccalaureate Program Teaching:
  - Information and Communication Technology & Robotics for KG2, Grade 1 to 4 in both languages French and English.
  - Digital Design for MYP2 (Grade7) - MYP3(Grade 8)
  - Information and Communication Technology for Life Preparatory Program (LPP) 1 and 2

October 2015 - September 2021 | Sainte Anne Besançon, Beirut

- I.C.T. Coordinator:
  - Computer Technology for Grade 1 to 12
  - Robotics
  - Designing a hybrid learning curriculum
  - Curriculum Mapping
  - Integrating Software
  - Lesson Plan
- I.T. Department
  - 365 Admin (Adding Users, Teams & Groups, Role assignment, Billing - Licenses, Exchange)
  - I.T. Manager
  - I.T Infrastructure Plan
  - Testing applications that can be used in online schools such as MS Teams, MS Stream, etc.
  - I.T. Support on used applications and technical problems
  - Computer Maintenance
  - Printers Maintenance
  - Designing surveys, Data Collection and Data Analysis
  - Designing Online School Protocols
- Training Center:
  - Research and study educational applications that can be integrated into the school program
  - Training Program Plan
  - Training Preparation
  - Teachers' Training Portfolio
  - Training Presentation / Trainer
- Graphic Design:
  - Create visual concepts: Ads, Brochure, Magazines and Reports.

October 2016 - August 2017 | Collège du Rosaire, Mountazah

- Teaching:
  - Computer Technology for Grade 10, 11 and 12 (Sociology & Economics)

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## PROFESSIONAL EXPERIENCE

October 2015 - October 2016 | Aley Cultural Secondary School

- Teaching:
  - Assistant and Sports for KG's
  - Math for Grade 1
  - Computer Technology and Science for Grade 3-4
  - French for Grade 5-6-7-8
  - Theater for Grade 10 & 11

October 2012 - August 2013 | Kampaï Restaurant, Downtown

- Waitress

August 2010- November 2012 | Odeon Theater, Jal el Dib

- Actor: Acting in "Le mot secret" - Lebanon/France

July 2005 - Present | Jnoon Entertainment, Cheerfull Events, Whoopee Entertainment

- Entertainer

## INTERNSHIP

AR Bros - Head Office, Safra - Lebanon (15 May - 31 May)

- I.T. Support and H.R.

Bank Audi - Head Office, Downtown (03/2014 - 06/2014)

- Intern in the Group Information Technology Networking and Technical Support.

Bank Audi - Head Office, Downtown (07/2013 - 09/2013)

- Intern in the Retail Department - Business Intelligence Working and analyzing a Business Plan Building reports (programming)

## CERTIFICATIONS

Coursera Google

- Google UX Design Professional Certificate (In Progress)

Coursera CalArts

- Graphic Design Specialization

Max Business School

- Master in Digital Marketing & Business

Cisco Networking Academy

- Introduction to Cybersecurity

freeCodeCamp

- (New) Responsive Web Design

Coursera world-wide online learning platform

- Online Teaching

Certificate Garnet Education UK

- Certificate of Proficiency in English

## COMPUTER SKILLS

### Microsoft Office

- Word
- Excel
- PowerPoint
- Outlook

### Adobe Creative Suites

- Photoshop
- Adobe Premiere
- After Effect
- Illustrator

### Google Apps

- Google Classroom
- Google Meet
- Google Docs
- Drive
- Google Sheets
- Google Slides
- Forms
- Calendar

### Building Webpage & Applications

- HTML
- CSS
- Wordpress
- Figma

### Office 365 Apps

- Admin
- MS Teams
- MS Stream
- OneDrive
- Forms
- Bookings
- Outlook
- SharePoint
- WhiteBoard

### Acquired Programming Languages

- SQL
- C++
- Java
- Python

### Additional Skills

- Canva
- Capcut
- Scratch
- Networking
- Robotics

## LANGUAGES

ARABIC  
ENGLISH  
FRENCH



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