

Elita Najem

[LinkedIn](#)

elitanajem@gmail.com

+961-71511972

Dynamic and multifaceted professional with a strong foundation in technology, data, and creative problem-solving. Experienced across diverse roles in data engineering, analysis, software development, and project coordination, with proven ability to adapt and deliver in fast-paced environments. Skilled in leveraging analytical and technical tools to optimize processes, enhance user experiences, and support data-driven decision-making. Known for a collaborative mindset, attention to detail, and a balanced approach combining technical expertise with creativity and organization.

EDUCATION

Modern University for Business and Science
Master of Science in Computer Science (MCS)

Oct 2024 - Present

Zaka. AI
Data Analytics Specialization

May 2024 – Oct 2024

Arts, Sciences and Technology University in Lebanon
Bachelor's degree in Computer Science

Oct 2020 – Oct 2023

WORK EXPERIENCE

Soulmed HealthCare
Scrum Master and Quality Assurance Engineer (Full time-Contract)

Apr 2025 – Present
Beirut, Remote

- Monitored and tracked solution performance to ensure alignment with project objectives and key deliverables.
- Managed and maintained **JIRA tickets** and **sprint boards**, ensuring smooth task progress and timely blocker resolution.
- Conducted **testing and quality assurance (QA)** processes, including test planning, execution, and issue tracking to maintain high-quality standards.
- Facilitated core **Scrum ceremonies**—daily stand-ups, sprint planning, sprint reviews, and retrospectives—to promote team alignment and transparency.
- Oversaw sprint progress, ensuring tasks were completed accurately, efficiently, and within deadlines.
- Collaborated with developers, product owners, and stakeholders to prioritize tasks and align goals with business objectives.
- Supported and tracked professional development within the team, fostering continuous skill enhancement and growth.
- Proactively identified and mitigated project risks to ensure successful and accountable task delivery.
- Led meetings and task assignments, providing clarity, structure, and direction to drive timely execution.
- Promoted a **collaborative and supportive work environment**, enhancing teamwork and productivity.
- Handled sensitive and critical assignments with **confidentiality, trust, and reliability**.
- Followed and enforced the **Agile methodology**, ensuring consistent tracking of progress, velocity, and sprint performance through Agile metrics.

United Nations Economic and Social Commission for Western Asia.

Data Engineer (Full time-Contract)

Aug 2024 – Oct 2024

Beirut, Hybrid

- Ingest data from different types of sources (APIs, pdf files, SQL,..)
- Create and maintain optimal data pipeline architecture.
- Identify, design, and implement internal process improvements: automating manual processes, optimizing data delivery, re-designing infrastructure for greater scalability, etc.
- Building the infrastructure required for optimal extraction, transformation, and loading of data from a wide variety of data sources using SQL, data scraping,..
- Build complete pipelines from data ingestion until delivery
- Implement data quality and data checking procedures into the pipelines

Permitly.

Data Analyst (Part Time)

May 2023 – Aug 2024

USA, Remote

- Ensured data precision and clarity by meticulously formatting information in Excel for enhanced readability and analysis.
- Managed data cleaning and formatting processes to ensure data precision and clarity.
- Developed and implemented best practices for data organization, improving overall data quality and efficiency.

HNZ Holding sal - Tekram App.

Full Stack Developer (Part Time)

Dec 2023 – Feb 2024

Sin El Fil, Lebanon

- Designed and developed frontend features using Angular to create a seamless user experience.
- Crafted engaging and responsive website frontends that enhance user interaction and visual appeal.
- Built intuitive and functional admin and restaurant dashboards, ensuring efficient management and user-friendly control.
- Leveraged expertise in Angular to deliver visually appealing and highly interactive web solutions tailored to meet user needs and business objectives.

The Jewel Software.

Technical Support (Internship)

Jun 2023 – Jul 2023

Bourj Hammoud, Lebanon

- Ensured a high level of customer service by promptly investigating and resolving technical issues and complaints related to data quality and barcode database functionality.
- Regularly uploaded the latest system updates to maintain optimal performance and usability.

International Maritime Academy.

Registrar Officer

Aug 2022 – Jun 2023

Kaslik, Lebanon

- Managed data entry tasks for instructor and student programs, ensuring accuracy and timeliness.
- Entered students' grades, attendance, and lecture data accurately.
- Created schedules to accommodate students and instructors.
- Maintained communication with the Ministry of Public Works and Transport for compliance and updated information.
- Prepared high-quality exams and course materials.
- Conducted training sessions on system usage, fostering collaboration.
- Communicated effectively with instructors and external educational affiliations.

Stratton Yorks Lebanon.

Social Media and Community Manager

May 2022 – Aug 2022

Tabarja, Lebanon

- Developed content calendars for social media platforms to plan and schedule engaging posts.
- Managed online customer service, ensuring timely responses to inquiries and concerns.
- Conducted competition audits to analyze market trends and competitor strategies, providing insights to enhance marketing strategies and maintain a competitive edge.

VOLUNTEERING

- **YOUTH DIVISION** **Sep 2017 - Jan 2019**
Red Cross Lebanon.
- **CHILDREN CAMPAIGN** **Jul 2008 - Jul 2015**
Caritas, AVSI and World Vision Lebanon.

SKILLS

- **Programming languages:** Python, SQL, C++, JavaScript, Java, Html, CSS, Java fx , Assembly , Cisco, Angular , R, PHP.
- **Applications:** MySQL, Power BI, Oracle, VS Code, Google Collab, My Compiler, Tableau, Microsoft Office Suite (Word, Excel, PowerPoint), Julius AI.
- **Creative Skills:** Photography, Social Media Management, Content Creation
- **Soft Skills:** Communication Skills, Teamwork, Problem-Solving, Creativity, Time Management, Attention to Detail.
- **Languages:** Arabic (Native), English (Fluent), French (Fluent)

CERTIFICATIONS

International Maritime Academy

5 Certificates of Basic Safety Training (STCW):

- *Elementary first aid*
- *Basic fire fighting*
- *Personal safety and social responsibility*
- *Personal survival techniques*
- *Ship security awareness*

Alison

Cyber security: Understand Threats and Prevent Attacks

