

Jenny Saliba

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Motivated and detail-oriented Computer and Communication Engineering student at NDU with a strong foundation in technical studies and valuable experience in both administrative and event management roles. Ready to contribute technical, organizational, and interpersonal skills to a dynamic team.

Experience

Cashier at Moulin d'or -Bikfaya (July 2025- October 10TH 2025)

Zaffet Jabbal Lebnen – Entertainment Group:

Event Crew Member (2021 – Present)

- Supported the setup and execution of traditional Lebanese wedding performances and events.
- Worked closely with team members to ensure smooth coordination during high-profile events.
- Gained strong interpersonal, timing, and teamwork skills in a fast-paced entertainment environment.

NDU Registrar's Office:(Student Administrative Assistant) (FALL2023 – Present)

- Completed a total of 70 hours assisting in filing, data entry, and organizing student records.
- Learned to work within academic administrative systems and maintain data confidentiality.
- Built attention to detail and reliability through regular tasks in a professional office setting.

Skills

- Programming Languages: [C/C++]
- Microsoft Office (Word, Excel, PowerPoint)
- Strong teamwork and time management
- Event coordination and customer interaction
- Languages: Arabic (Native), English (Fluent), French (Basic)
- telecommunication experience

Education

Notre Dame University – Louaize (NDU)

Bachelor of Engineering in Computer and Communication Engineering

Expected Graduation: 2027

Bteghrine Official High School

Lebanese Baccalaureate – General Sciences

Activities

• Gym • Art • Music