

Lara Bou Ezz

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EDUCATION

BS-Computer Science
Notre Dame University-Louaize, Shouf Campus
2024-2027

Lebanese Baccalaureate in General Science
Irfan School
2021-2024

EXPERIENCE

Accountant & Department Manager
(Part-Time)

BouEzz Company

July 2020-Present

- Follows-up on invoices and payments with clients and suppliers
- Records client information and updates data accurately in the system
- Prepares and follows up on invoices and payments
- Supports daily accounting tasks and maintain organized records
- Coordinates with team members to ensure smooth order processing

Founder & Owner

HALO

October 2025-Present

- Creates and designs customized gifts based on client needs
- Communicates with clients to understand preferences and requirements
- Manages customer orders from request to delivery or pickup
- Follows up with clients to ensure satisfaction and handle feedback
- Demonstrates strong communication and customer service skills

CERTIFICATES

In Progress – Python – NDU LLC
March 2026 – AI Starter Kit – AUB
November 2025 – 10 Week Challenge
Training – C.O.D.E
November 2023 – AI and Data Annotation
– DOT Lebanon

COMPUTER SKILLS

Microsoft Office (Word, Excel,
PowerPoint)
Basic C++ Programming
HTML(Basic Web Development)
Canva(Design & Content Creation)
Familiarity with AI tools and applications

SOFT SKILLS

Strong Communication Skills
Teamwork and Collaboration
Time Management and Task Prioritization
Problem Solving
Adaptability and Willingness to Learn
Organization Skills
Attention to Detail
Reliability and Responsibility

LANGUAGES

Arabic – Native proficiency
English – Fluent
Turkish – Fluent