

Maria Rizk

mrizk35@gmail.com | +961 71 440 461 | Beirut, Lebanon

PROFESSIONAL SUMMARY

Motivated Computer Science student with a strong foundation in programming and a background in English Literature. Experienced in academic administration and event support, with proven ability to manage tasks efficiently in fast paced environments. Fluent in Arabic and English, with a passion for technology and continuous learning.

EDUCATION

Bachelor of Science in Computer Science

American University of Science and Technology (AUST) | 2022 – Present

Bachelor of Arts in English Literature

Lebanese University Faculty of Letters and Human Sciences | 2019 – 2021

SKILLS

Languages: Arabic (Native) | English (Fluent) | French (Basic)

Programming: Java | Python | C++ | SQL

Office Tools: Microsoft Word, Excel, PowerPoint

WORK EXPERIENCE

Student Assistant American University of Science and Technology | Beirut, Lebanon

2023 – 2026 (3 years)

- Provided administrative support to faculty and students, streamlining daily office operations
- Prepared and distributed academic materials and official documents with accuracy and confidentiality
- Coordinated logistics for university events, contributing to smooth planning and execution

REFERENCES

Available upon request.