

Leen Elhajj

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Summary

IT and Data Analytics graduate with experience in data visualization, system support, and digital account management. Skilled in using Excel to track Meta/Google ad metrics and translate complex data into actionable business insights.

Education

Lebanese American University (LAU), Beirut, Lebanon **Graduated: Dec 2025**
Bachelor of Science in Business Studies – Information Technology Management/ Minor in Data Analytics

Experience

IT & Security Intern – Ministry of Finance, Beirut, Lebanon **Nov 2025 – May 2026**
• Assisted the IT & Security Division with IT systems, network support, and cybersecurity tasks.

IT helpdesk Assistant – LAU, Beirut, Lebanon **Oct 2023 – Jan 2026**
• Troubleshoot hardware/software, OS formatting, printers, and Microsoft Office.

Business Data Assistant Intern – Forward Mena, Beirut, Lebanon **Mar 2025 – Apr 2025**
• Maintained digital records and databases to ensure efficient office data management.

Social Media Intern – Beirut AI, Beirut, Lebanon **Oct 2024 – Feb 2025**
• Managed social accounts and Meta/Google ads and tracked metrics in Excel for growth reports.

PHP Full Stack Development Program Intern – IDS Academy, Beirut, Lebanon **Aug 2024 – Sep 2024**
• Worked on front- and back-end projects, applying coding, debugging, and deployment best practices

Special Project

Data Analytics for Sustainable Packaging **Sept 2025 – Dec 2025**
• Tracking and analyzing sustainability metrics using data analytics dashboards for a biodegradable bottle project.

Restaurant Website Development Project **Sept 2025 – Dec 2025**
• Created a restaurant website using HTML and CSS with semantic structure and consistent styling.

Food Waste Analysis and Visualization **Nov 2024 – Dec 2024**
• Used Tableau for data analysis and visualization to identify drivers of global food waste and insights.

Network Infrastructure Design and Implementation Lead at LAU **Nov 2024 – Dec 2024**
• Upgraded the network, connecting Beirut and Byblos, managing subnetting, hardware, and costs.

Cybersecurity Program Assessment and Improvement Proposal **Sep 2024 – Nov 2024**
• Evaluated Lebanon's cybersecurity program and recommended improvements through global benchmarking

Enterprise Resource Planning (ERP) Project **Mar 2024 – Apr 2024**
• Applied system architecture concepts to streamline workflows across departments.

Computer Skills

- **Programming:** Python, Java, HTML, CSS, PHP, SQL, JavaScript, React
- **Data & Analytics:** Tableau, R, SPSS, Power BI
- **Software Design & Tools:** VS Code, SAP, Cisco Packet Tracer,
- **Microsoft Office:** Word, PowerPoint, Excel, Access

Extracurricular Activities & Certifications

- Member of Project Management Institute **Nov 2025 – Present**
- Enrolled in a Cisco Networking Academy course in Cybersecurity **Dec 2025 – Feb 2026**
- Treasure – Human Rights Club – LAU **Sep 2024 – Jun 2025**
- Member – Data Analytics & Computer Science Clubs – LAU **Sep 2023 – Jan 2024**

Languages

- Professional in English, Arabic, French
- Beginner in Spanish