

# JANA NOUREDDINE

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Data enthusiast with a passion for analysis and visualization. Google Data Analytics Certificate holder, skilled in turning complex data into clear visuals and actionable insights to support decision-making.

## SKILLS

Excel • Data Cleaning • Data Visualization • Power BI • Tableau • SQL • R • Kobo Toolbox • QGIS • Analytical Skills • Problem Solving • Time Management • Organizational Skills • Arabic • French • English

## WORK EXPERIENCE

-  **Oct 2024 – June 2025: Monitoring & Evaluation Officer - Part-time, Remote | Social Worker Syndicate Lebanon**
  - SWSL projects in collaboration with UNICEF and UNFPA:
    - Designed data collection tools and trained team members on their use
    - Gathered, collected, cleaned, and analyzed project data to ensure accuracy
    - Tracked indicators and supported monitoring frameworks with team and stakeholders
    - Maintained donor reporting on Activity Info and supported data-driven decision-making through regular reports
-  **Oct 2024 – Dec 2024: Information Management Intern - Beirut, Hybrid | International Federation of Red Cross and Red Crescent Societies – IFRC**
  - Supported the regional IM team in data collection and analysis for emergency operations
  - Designed mobile data collection surveys using Kobo Toolbox
  - Created dashboards, infographics, and visualizations using Excel, Power BI, PowerPoint, and QGIS.
-  **Aug 2023 – Jan 2024: Internship Monitoring and Evaluation, Remote | Social Worker Syndicate Lebanon**
  - Gathered quantitative and qualitative data, ensuring accuracy with Excel & Google Drive.
  - Assisted in preparing monthly reports, translating data into actionable insights with charts and narrative summaries.
-  **Nov - Dec 2021: Student Internship | Ogero Telecom.**
  - Gained exposure to telecom essentials: cabling, site surveys, mapping, and DSL.

## PROJECTS – [PROJECTS LINK](#)

1. **Bellabeat Smart Device Data Analysis** – Google Data Analytics Capstone
  - Analyzed user activity data and built dashboards to provide insights for improving Bellabeat's smart devices.
  - Tools: Tableau, SQL, R, RStudio, Big Query
2. **QS World Universities Ranking 2025** – Self-Project
  - Cleaned and processed Kaggle dataset; visualized trends and comparisons focused on the Middle East and Lebanon.
  - Tools: Excel, Power BI

## EDUCATION

-  **2017 – 2021: Bachelor's in Business Computer**
  - Lebanese University – Faculty of Technology – Saida.
  - Skills: HTML – CSS – SQL – C – OOP – Data Modeling

## TRAINING & WORKSHOP

-  **Feb 2024:** Google Data Analytics Professional Certificate, Coursera
-  **May 2023:** Tableau in Practice, Centre MINE (Careers, Innovation and Entrepreneurship Center)
-  **Jun 2023:** Microsoft Power BI, Practical Accounting Academy
-  **Nov - Dec 2021:** Cisco Linux Unhatched-Essentials, DOT Lebanon

## VOLUNTEER

- **May 2026: IT Data Entry & Accuracy | Lebanese Red Cross Clinic**
  - Record patients' information, consultations, and medications in the Phenix system, ensuring accurate data entry and record management.
- **Oct 2024 & Mar 2026: Crisis Surveys and Data Analysis | Jbaa Municipality**
  - Designed and conducted crisis-related surveys, cleaned and analyzed the data, and built visualization that meet needs and facilitate the distribution of aid.