

Karem Abi Farraj

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Education

Lebanese University – Faculty of Economics and Business Administration *Aley, Mount Lebanon*
Bachelor of Business Administration in Business Computer *Oct 2022 – July 2025*

Experience

Lebanese University – Faculty of Economics and Business Administration *Aley, Mount Lebanon*
Member of the Student Council *May 2024 – Jul 2025*

- Designed the official student council logo that is being used across campus and on Instagram.
- Created ID cards used by the members of the council, in addition to event posters.
- Helped in answering students' questions.

Computer Lab Assistant / Private Tutor *Oct 2022 – Jul 2025*

- Assisted staff with computer usage and basic troubleshooting.
- Guided business computer students in coursework and computer-related tasks.
- Aided other college students with course material.

JO's House of Subs *Baakline, Mount Lebanon*
Fast Food Server *Oct 2023*

- Served customers.
- Assisted staff to complete their tasks.
- Maintained a welcoming and clean environment.

Self Employed *Hammana & Baakline, Mount Lebanon*
Private Tutor / Assistant Teacher *Oct 2018 – Jun 2022*

- Assisted and explained lessons to BT1, BT2, and BT3 students, in person and online (via MS Teams and Zoom).
- Monitored students of grades 3,4, and 5.

Skills and Interests

Skills: Microsoft Office, IT Support Basics, Attention to Detail, Computer Literacy, Customer Support, Bilingual (Arabic & English), Written Communication, Basic Graphic Design

Interests: Reading, Learning Spanish, Music appreciation, Photography, Film & series appreciation

Certificates

- Graphic Design – Movement On The Ground – Present – Aley, Mount Lebanon
- Data Meets Tech – CentreMINE – Certificate of Attendance – May 2025 – Online
- IT Customer Support Basics – Cisco Networking Academy – Mar 2025 – Online
- Web Development – Movement On The Ground – Sept 2024 – Aley, Mount Lebanon

❖ References are available upon request.