









Suzan Ismail

Information Technology

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 Lebanon, Beqaa, Kafardens
 Female
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 [Suzan Ismail](#)

SKILLS

- Creativity, originality and initiative
- Analytical Abilities
- Organization
- Technology use, monitoring & control
- Preservation
- Computer Skills
 - Know Microsoft (Word, PowerPoint, Excel, PPT, Office 365, Outlook, Word Press.
- Microsoft SQL Data base
- Data software tools (ODK, SPSS.)
- Networking (Switches, Routers, Firewalls, Printers, Scanner.)
- Web, Android, C++, visual studio
- Database Management System: MySQL, SQLite, DBMS, Accounting
- Mobile data collection using KOBO Toolbox
- VBA Knowledge
- Scratch, Thinkable

LANGUAGES

English: Fluent
Arabic: Native

CAREER OBJECTIVE

To enhance my professional skills in a dynamic and stable workplace where I can best use my varied experience for the overall benefit of the organization with my present qualification and experiences, and to be a part of dynamic and Enterprising Team as a person I can learn and prove my abilities.

EXPERIENCE

Programming and coding Teacher at Bright Champs Academy 2022

- Teaching python language
- Coding fundamentals, App Development Using scratch Roblox, cod.org

Information technology manager (Administration training) at Tawfeer market Rachaiya district 2021

- Mange the system Installing and Updating Programs
- Accounting (cashier)
- Buy and sell items using the system, solving problems on system

Working with NGOs (Teacher Part time) at AVSI foundation, West Beqaa 2021

- Improving problem-solving skills
- Helping Struggling Children school (Syrians refugees, Lebanese) 50 student
- Improving the logical thinking skills

Data Entry Office at Tatweer for Engineering and Construction, Rachaiya 2020

- Entering Data in Excel sheets
- Implementing projects using Programs. Installing and Updating Windows.
- Technical Support.

Administration Assistant (part time) at Lebanese International Collage Rachaiya main road 2019

- Assist teacher with lesson preparation by getting materials ready and setting up equipment.
- Work with the lead teacher to monitor the class schedule
- Document student progress and communicate with parents to keep them informed

Monitoring and progress controls at Hammoud -Ismail committee kafarDanis. 2018-present

- Team work, collaboration
- Analytical Thinking
- Accountability

HOBBIES

- Swimming
- Reading Books
- Travelling

Social Work Managing and support at Koloob Min Noor Association for Handicapped KfarDanis. 2017-present

- Timely analysis, overviews and reporting
- Authority
- Report on field mission outcomes, needs issues
- Join missions with other units as and when required

Working with NGOs (Admin Part time) at Ana Aqraa Association, West Beqaa . 2017

- Writing preparing lesson on Microsoft word
- Print Papers and take daily attendance for 200 student
- Teaching Math, English grade 2, 3 and 4 12

EDUCATION

- Lebanese International University (LIU) Khaira Branch
Bachelor of Science (BS) in Information Technology (CSCIT) 2020
- Lebanese International College Rashiaya, Dher Al Ahmar
Baccalaureate with emphasis in Life Science 2015

TRAINING & CERTIFICATIONS

Micro work Dot Lebanon	2022
Social Media Literacy Dot Lebanon	2021
Google Maharat (Injaz Lebanon) Dot Lebanon	2020
Digital Media Literacy Keen International	2020
Cisco Certificated Courses. (A+, CNNA1-CNNA2-CNNA3-CNNA (netacad) LIU	
Arab Net	2017

VOLUNTEERING

Instituted "SAWA MSHINA Organization" funded by Smile Together.

Participation with associations (ANERA, AVSI) in work in cooperation with the municipality Volunteer.

Volunteer in Lebanon Reforestation Initiative (LRI) project planting and watering the trees, in KfarDanis.