Asmaa M. Soliman

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Education

- **East Stroudsburg University**– College of Science August 2005 – December 2009
  East Stroudsburg, PA
  – *Computer Science*

Work Experience

- **Benchmark FM** January 2011 – November 30, 2016 (5 years 11 months)

  Facility Management Company based in Cairo, Egypt – subsidiary of one of the biggest and most prestigious construction companies in the Middle East, Hassan Allam Holding
  - *CMMS Administrator*
    - Worked with Computerized Maintenance Management System (CMMS) such as IBM Maximo, and ManagerPlus.
    - Responsible for Preventive Maintenance (PM) procedures, scheduling and CMMS reports. Plan and schedule corrective, preventive and predictive maintenance activities utilizing CMMS, while coordinating daily with maintenance supervision. Prepares monthly reports.
    - Created, designed, and programmed reports using SQL for all uses of the CMMS Software and as requested from clients.
    - Received all work requests (ticketing system) and checked them for completeness, accuracy, duplication, and proper approvals.
    - Maintained a library of information on the equipment.
    - Responsible for developing and training new CMMS Staff.
  - *Central Operations*
    - Spearheaded the company's IT and software department's and designed the **company's first website in Word-Press.**
    - **Written and edited the website content, created back up files, designed webpage layouts, uploaded pictures and created survey.**
    - Created a new company **database using Microsoft Access and mySQL** for all employee information, inventories, assets, spare parts, tools, venders, and clients until the company was able to purchase a CMMS Software.
    - Installed a reliable server that contained the company's client assets.
    - Successfully calculated resources needed for the new projects.
    - Drafted contracts for new clients and was in charge of pricing new project.
    - Implement Cost Estimations for FM projects Budgets.

- **Computer Science Internship with ABP Software**
  ABP Software, LLC – East Stroudsburg PA, 18301 USA
    - Incorporated the highest level possible encryption method into the NeedMyPassword websites algorithm, and built websites using WordPress, Joomla and Dreamweaver.

- **Work Study at East Stroudsburg University** 2005-2009 (4 years, Part-Time)

Assistant Webmaster- East Stroudsburg University PA, 18301 USA
- Helped edit the ESU website and worked with **HTML/CSS**.
- Uploaded new contents and uploaded pictures and videos on the website.

Network Support Technician - Residents Hall Networking, East Stroudsburg University
- Help with computer troubleshooting and internet registration for students in the dorms, answer phones, and aid students and staff when experiencing trouble with computers/printers.
- Networking knowledge of DNS, Firewalls, OSI , TCP/IP, and network protocols

Front Desk Clerk - Computing Department, East Stroudsburg University
- Answered phones, answered student's questions, made copies for secretary and professors, organized documents, and assisted professors with paper work.

SKILLS & COURSES

- Related Courses:
- Networking and Data Communication
- Risk Analysis
- Operating Systems
- Computer Programming

- Computer Organization
- Linear Data Structure
- Fundamental Security Engineering
- Non-linear Data Structure

- Assembler
- Programming language
- Issues-Practice CMP SC
- Applied Network Security
- Database/ Java / C++

- Languages learned:
- C++
- XML, HTML, CSS
- Assembler

- PHP
- SQL
- J#

- Visual Basics
- ASP.Net
- Javascript

- Software used:

- Joomla and WordPress
- Dreamweaver
- Manager Plus CMMS
- IBM Maximo CMMS
- Microsoft Excel, Word, Access,

- Power Point
- Microsoft Server software
- Microsoft SQL Server
- Wireshark
- Firewalls

- Telnet
- Fireworks
- Mathematica
- Visual Studio.net
- BlueJ

- Language Fluency: English and Arabic are both my native language.
- Publishing: Published my statistical report about Internet access in the U.S in ESU's Nous Publication; Undergraduate Research Journal.

- Professional References available upon request.